

CHAPTER 4**ACTIVE AND RESERVE OFFICER PROGRAMS PROCESSING****SECTION 1****GENERAL INFORMATION**

040101. INTRODUCTION. This section provides general information for the processing and selection of officer candidates.

040102. RESPONSIBILITIES. As outlined in Chapter 1, the Officer Recruiter's (OR) primary responsibility is to prospect, recruit and assist with processing officer candidates. The Officer Processor's (OP)/Officer Processing Lead's (OPL) primary responsibility is to process applicant kits. ORs are responsible for tracking the progress of their applicants in OTools from time of entry through final approval, attainment and shipping, or for reserves, drill verification entry.

040103. POINTS OF CONTACT. As codes tend to stay stable over time, and personnel and phone numbers change frequently, it is difficult to maintain a manual with current contact information. For current telephone numbers, refer to www.npc.navy.mil, select "Reference Library" tab, then select "Phone Books".

040104. ADVERTISING AND CONTACTING PROSPECTS. Recruiters are specifically prohibited from developing their own advertising or printed materials (including letters for mailing, guidelines for prospects, questionnaires, forms, etc.) without explicit prior approval from NAVCRUITCOM (N9).

040105. SUBMISSION PROCEDURES. Always refer to the most recent applicable checklist and Program Authorization (PA), which can be found at <http://www.cnrc.navy.mil/Publications/forms.htm>.

040106. QUOTA AVAILABILITY. The Chief of Naval Operations, Director of Accessions (N13), will establish quota limitations within the various programs and advise NAVCRUITCOM of these limitations via an annual goaling letter. Following current selection standards and within current qualification criteria, sufficient selection flexibility will be maintained in order to fulfill but not exceed the established quotas.

040107. BOARD MEMBER RECOMMENDATIONS. It is not required that the specific reasons for the recommendations of staff members be recorded. The contents of officer and officer candidate application packages will be made available within the guidelines set forth in COMNAVCRUITCOMINST 5720.11.

040108. DOCUMENT VERIFICATION REPRODUCTION POLICY. BERS documents must be copied for service records and residual files. The Armed Forces are authorized to copy documents used for eligibility determinations, to include documents which state that it is unlawful to reproduce or copying is not authorized. The copy(s) should be "CERTIFIED AS A TRUE COPY" to ensure that the original was cited, and "REPRODUCED FOR REFERENCE PURPOSES ONLY" written or typed in a conspicuous location. Originals should be immediately returned to the applicant for safekeeping.

040109. WITHDRAWAL FROM PROCESSING

a. If the applicant desires to withdraw from processing after the application has been submitted to NAVCRUITCOM (N315) and before final selection status is determined, the R-OPS/OR will require a signed statement from the applicant explaining their reason for requesting withdrawal from further processing. The applicant's statement will be maintained in the applicant's residual file.

b. If the applicant desires to decline the commission after selection, MILPERSMAN 1100-030 requires the applicant provide a signed statement explaining why they are declining. The applicant will also sign the Oath and Acceptance of Office as declined. A copy of the applicant's statement and a copy of the signed/declined Oath and Acceptance of Office will be maintained in the applicant's residual. The commissioning documents will be returned to Navy Personnel Command (NPC) (PERS-4802). The OR or R-OPS will attach the signed statement in OTools and "Next Action" the NRC Processor for appropriate entry into OTools.

040110. GUIDANCE ON PROGRAM PREFERENCES AND SELECTIONS. It is common for applicants seeking Navy commissions to apply to more than one community and to prioritize their desires on the application for commission. Due to the competitive nature of the application process, this practice is encouraged. To ensure that selection practices are applied fairly to all applicants, the following policies are established:

a. Applicants will be reviewed by professional recommendation boards for all communities to which they apply, unless:

(1) The applicant is professionally recommended for their top preference on the first board that convenes (applicant will be removed from consideration at other boards) or,

(2) The applicant makes written notification of a change to his/her preferences prior to completion of all boards.

b. NAVCRUITCOM will continue to post board results for each professional recommendation board as they adjourn. Recruiters and applicants must understand that professional recommendation board results do not constitute an offer of commission in that community. Only a selection letter from NAVCRUITCOM is an offer for commissioning.

c. Upon completion of all boards to which the applicant has applied, NAVCRUITCOM will extend an offer of commissioning (select letter) in the highest community for which professionally recommended, based on the applicants preferences as expressed on the application for commission.

d. Should an applicant desire to change his/her preferences during the board process, a request must be forwarded from the Navy Recruiting District R-OPS to NAVCRUITCOM National OPO, via the Regional OPO, for coordination with the program manager, communities, and board authority. See Exhibit 040101.

e. Requests for preference changes received after a board has convened will not be reviewed until after that board has concluded. Preferences expressed in the application for commission will apply to boards that have been convened or adjourned; the request for preference change will only apply to boards which have yet to convene.

f. Waivers to this policy may be considered after all boards have been convened and an offer of commission has been made in the rare instance that an applicant has an earnest change of preference. The NAVCRUITCOM N3 will have final authority over such waiver determinations. Requests for a waiver must be submitted in writing and routed through the NAVCRUITDIST R-OPS, NAVCRUITDIST CO, Region OPO and National OPO, and then to the N3 for final determination. Waivers shall be the exception, and will be balanced against the needs of the Navy.

040111. FINAL SELECTION AUTHORITY. Final selection authority for officer candidates and Direct Appointment programs has been delegated to NAVCRUITCOM. In all cases, these selection decisions are based on the "whole-person" concept, taking into consideration all elements of an individual's application. In each case, recruiters must ensure that prospects/applicants understand that application submission and pro-board recommendation does not constitute final selection nor guarantee final selection. It is incumbent upon the recruiter to ensure that adequate, complete, and accurate information is available to selection board officials to aid them in making an informed decision.

a. Waiver Authority. Waiver authority resides with NAVCRUITCOM or higher authority for officer applicants.

b. Waiver Procedures. Unless requesting a medical waiver, requests for waiver consideration of an eligibility requirement or program qualification and requests for determination of suitability for enlistment or commissioning will be sent to NAVCRUITCOM. The CO's endorsement of request for a waiver is mandatory in this process.

040112. FIELD REJECTION AUTHORITY

a. Officer recruiters will review and examine the facts surrounding a prospect's application and background to determine whether they are suitable for appointment in the United States Navy. Proper evaluation of all information obtained will eliminate individuals who are definite risks with regard to future performance and those who may eventually bring discredit to the Navy. Nothing in this manual is meant to preclude rejection of a prospect for enlistment or appointment by recruiting personnel acting within the bounds of good judgment if it is determined the prospect is not desirable for commissioned service. For additional guidance, refer to Section 020106 for mandatory rejections, and Chapter 2, Section 7, regarding legal, civil and criminal issues.

b. COs will ensure a thorough evaluation is conducted by a field review board for all prospects who show a possible cause for rejection at the field level. This review board will consist of at least two commissioned officers, one of which may be the officer recruiter. A decision of the field review board to reject the prospect will constitute sufficient authority to discontinue processing. Reasons for field rejection include but are not limited to:

(1) Not meeting basic qualifications for the desired program as outlined in PA will go before a field review board.

(2) Two or more DUI/DWI convictions.

(3) Admitted sexual deviation.

(4) On probation (supervised or unsupervised).

(5) Pending lawsuit.

(6) Convicted of domestic or family abuse or violence.

c. Field rejection based on a qualitative judgment of professional experience is not permitted in the case of prospects for the Medical, Dental, Nurse, Medical Service, Judge Advocate General and Chaplain Corps. This does not preclude field rejection based on items (1) thru (6) as stated above. Furthermore, the recommendation of suitability/non-suitability reflected on the summary sheet must reflect a whole-person evaluation of the applicant, regardless of professional standing.

d. Notification of Rejection

(1) If it is determined that field rejection of a prospect is justified, the NAVCRUITDIST will prepare and send a notification letter to the prospect. The manner in which field-rejected prospects are notified is of great importance in maintaining favorable community relations and care will be taken with regard to the applicant's feelings and self-respect. Rejected prospects must be made to feel that the Navy also regrets that they cannot be accepted, and that their interest in the Navy is sincerely appreciated.

(2) Notification of field rejection will be made in writing (Exhibit 040102). Alterations to this letter are not authorized. This letter (for both reserve and active duty) will be signed by either the NAVCRUITDIST CO/XO and is considered formal correspondence. NAVCRUITDIST shall forward the signed letter to the prospect via certified or registered mail.

040113. RECORDS MAINTENANCE. This article is in accordance with SECNAVINST 5212.5. The R-OPS will ensure compliance.

a. Recruiting Operations Records. These are files, either electronic or paper, related to the recruiting of officer and

enlisted personnel to include documents on local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian communities or organizations or with other activities or offices. Destroy two years from accession, attainment, non-selection or withdrawal.

Note: Historical production data may need to be retained longer in order to develop the Marketing Operations Plan.

b. Officer Recruiting Records. Withdrawn or Rejected Applications for Commission. These files include those of individuals found disqualified by the local recruiting officer, and those forwarded to NAVCRUITCOM for final action and rejection, and related correspondence and papers.

(1) Return to Applicants: Birth certificates, transcripts of college credit, letters of endorsement, and other material of value to the applicant.

Note: Letters of endorsement are distinctly different from letters of reference. Letters of endorsement are generally offered to the applicant for inclusion in their application. They are not required to be submitted directly to the Navy nor do non-disclosure rights apply, unlike letters of reference.

(2) Destroy all other documents, either electronic or paper, after final determination is made by NAVCRUITCOM.

c. Correspondence with individual applicants for commissions, prospective applicants, and other interested individuals (filed alphabetically by name). Destroy two years from date of accession, attainment, non-selection or withdrawal.

d. Requests for Information. Any requests for any information held in the electronic or paper residual file by anyone other than NAVCRUITCOM shall be forwarded to NAVCRUITCOM (N315) for review and action.

040114. AUTHORIZATION AND GUIDANCE ON RECORDS DESTRUCTION. All records, electronic or paper, will be approved by the R-OPS prior to destruction. Destruction of files will be by deletion, breaking of the CD-ROM, burning or shredding. The Residual File Checklist will be used after final disposition of an application has been determined to purge the record of unnecessary documents. The Residual File Checklist will be maintained in the Dead File and destroyed when two years old.

a. Electronic Records. Status of applications and their dispositions at NAVCRUITCOM will be maintained in OTools.

b. Third Party Information. Third party information, (i.e., any written, personal opinions expressed about the applicant, to include references and police checks) will be destroyed at time of withdrawal, rejection, enlistment/ commissioning, declination, or at the 12 month mark from the date of the applicant's first submission or, if applicable, resubmission.

Note: Summaries, interviews, FITREPs and EVALs are not third party information. Summaries and interviews, however, will not be shared with applicants.

040115. RECRUITING RESIDUAL FILE REQUIREMENTS. Affiliation and direct appointment residual files will be maintained for two years from the attainment date of orders for all personnel affiliated.

EXHIBIT 040101. APPLICANT DESIGNATOR CHANGE REQUEST1700
N342
(Date)

From: CO, Navy Recruiting District _____
To: Navy Recruiting Command, N31
Via: Commander, Navy Recruiting Region _____

Subj: APPLICANT DESIGNATOR CHANGE REQUEST ICO JOHN S. SMITH JR,
123-45-6789

Ref: (a) COMNAVCRUITCOMINST 1131.2
(b) Application Processing and Summary Record
(NAVCROUT 1131/238)
(c) NAVCRUITCOM OPO Policy Memo dtd 6 Nov 07

Encl: (1) Applicant request for change to designator preference
order.

1. In accordance with references (a) thru (c), enclosure (1) is
forwarded. Request change designator preference for OCS
candidate John S. Smith, Jr. as follows:

- a. Choice 1: 11600
- b. Choice 2: 31000
- c. Choice 3: 51000

2. NAVCRUITDIST CO comments. (Please include why your applicant
should be considered for designator change. Please be specific
on your request.)

(Signature)

**EXHIBIT 040102. FIELD REJECTION LETTER (MANDATORY USE - NO
ADJUSTMENTS AUTHORIZED)**

1131
Ser 30/
(Date)

NAME OF PROSPECT/APPLICANT
ADDRESS OF PROSPECT/APPLICANT
CITY, STATE, ZIP CODE

Dear

Your application for appointment to commissioned status in the U.S. Navy has been considered by the Navy Recruiting District (*NAVCRUITDIST NAME*) Field Review Board. The Board is charged with recommending those applicants who appear to be the very best qualified in all respects for a commission in the United States Navy. The Board considers many factors that measure an applicant's potential as a naval officer.

After careful consideration, the Field Review Board has not recommended you for selection. During such periods of high selectivity and keen competition, many eligible applicants cannot, unfortunately, be recommended for selection. You should not, therefore, consider this an adverse reflection on you, but rather an indication of the competition for commissioning in the United States Navy today.

Your interest in obtaining a commission in the U.S. Navy is appreciated.

Sincerely,

Commanding Officer's Name
Rank, U.S. Navy
Commanding Officer

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SECTION 2**APPLICANT TESTING****040201. CONTROL OF TESTING MATERIAL**

a. NAVCRUITDIST CO may designate one officer to be the TCO for the District vice having a separate TCO for enlisted and officer programs. Additionally, one or more officers may be designated as an ATCO for the District, responsible for both enlisted and officer testing. If a TCO or ATCO is designated to be responsible for enlisted and officer testing, their designation letter must reference the COMNAVCRUITCOMINST 1131.2 (Navy Recruiting Manual - Officer) and COMNAVCRUITCOMINST 1130.8 (Navy Recruiting Manual - Enlisted). All personnel authorized to administer/monitor aptitude and screening tests must be thoroughly knowledgeable of, and adhere to, correct test procedures and security measures to ensure test results provide a reliable measure of applicants' abilities.

b. TCOs and ATCOs must be commissioned officers. One or more ATCOs may be designated to assist and be directly accountable to the TCO. TCOs are responsible to:

- (1) Establish and maintain adequate test security provisions.
- (2) Requisition, store, issue, safeguard and account for all officer programs testing materials within the NAVCRUITDIST.
- (3) Ensure compliance with security and handling regulations at outlying recruiting offices prior to recommending that the NAVCRUITDIST CO authorize sub-custody of testing material.
- (4) Ensure all sub-custodians and Test Administrators are thoroughly familiar with security and handling regulations prior to recommending their appointment by the NAVCRUITDIST CO as custodians and/or test administrators.
- (5) Be thoroughly familiar with the references for administration, handling, accountability, scoring, and safeguards of the Aviation Selection Test Battery (ASTB).
- (6) Conduct quarterly inventory and page check of all test booklets assigned by sub-custody. This inventory shall be

documented in the Test Control Log. This inventory meets the requirements of the sub-custodian monthly inventory and page checks.

(7) Conduct an inventory of all testing materials prior to any changes in custodians. This inventory shall be documented in the Test Control Log.

(8) Conduct an additional inventory of all testing materials at any time a suspected compromise of the security container may have occurred. This inventory shall be documented in the Test Control Log.

c. Sub-Custodian Responsibilities. The sub-custodian will:

(1) Maintain adequate test security provisions, and provide for the storage, issuance, safeguarding and accounting of all officer programs testing materials assigned to that NRS.

(2) Conduct monthly inventory and page checks of all test booklets assigned by sub-custody. This inventory shall be documented in the Test Control Log.

(3) Be thoroughly familiar with the references for administration, handling, accountability, and safeguards of the ASTB.

040202. AVIATION SELECTION TEST BATTERY

a. Testing Overview. The Aviation Selection Test Battery (ASTB) was developed by statistical methods to predict the success of students in aviation officer training programs. The Navy, Marine Corps, and Coast Guard use the complete test battery as a primary selection instrument for aviation programs. The ASTB is available both in hardcopy and online formats. The online version is available via the APEX.NET platform and is only for use at NAVCRUITDIST and NRS locations meeting minimum connectivity requirements.

(1) Applicants for Officer Candidate School, as well as for various direct appointment programs as specified elsewhere in this manual, will be administered applicable portions of the ASTB either via hardcopy testing or online testing through APEX.NET.

(2) The ASTB should be given in its entirety to all applicants who indicate an interest in aviation programs. The

ASTB is divided into six parts: Math Skills Test (MST), Reading Comprehension Test (RCT), Mechanical Comprehension Test (MCT), Spatial Apperception Test (SAT), Aviation & Nautical Information Test (ANIT), and Aviation Supplemental Test (AST). From these six parts, four scores are derived: Academic Qualification Rating (AQR), Pilot Flight Aptitude Rating (PFAR), Flight Officer Aptitude Rating (FOFAR), and Officer Aptitude Rating (OAR).

(3) The Officer Aptitude Rating (OAR) portion of the test, the MST, RCT and MCT sections, may be given to individuals who are not interested/not qualified for aviation programs. This score is applicable only to various non-aviation designators as specified in the Program Authorizations. An applicant who has taken the MST, RCT and MCT only to obtain an OAR score may subsequently take the SAT, ANIT and AST within 90 days of taking the MST, RCT and MCT to obtain a complete set of scores. This is a merged test and is considered to be a single set of ASTB scores.

b. ASTB Retest Policy

(1) For the purposes of this section, retest means to test a person for a second time with either a portion or complete ASTB examination. Any retest must be administered using a version other than that used for the previous test.

(2) The first retest is authorized after 30 days has elapsed from the date of the initial test (testing to occur no earlier than the 31st day).

(3) A second (and final) retest is authorized no earlier than 90 days from the last test (testing to occur no earlier than the 91st day). A lifetime limit of three ASTB administrations is mandated, a third retest is prohibited.

Note: Only ASTB forms three, four, and five count towards the lifetime three-test limit. Previous administrations of ASTB forms (one and two) do not count toward the lifetime three-test limit.

(4) In the case of a merged test, the next legal test date is determined by the 30 day or 90 day period, as appropriate, counted from the date of the last portion taken.

(5) Applicants who have taken the entire test and who are being retested must take the entire test battery again even though they may be satisfied with their performance on certain sections. An applicant's official score will be derived from his or her most recent legal test.

(6) In order to determine retest eligibility, the examiner must query the applicant as to whether he/she has ever taken this test before, and if so, when and for what program. If any doubt exists concerning an applicant's eligibility to re-take the ASTB, contact Naval Operational Medicine Institute (NOMI) (Code 341) before testing the individual. If an illegal testing is discovered, the test sheet shall be forwarded to NOMI (Code 341) immediately under a separate cover from normal test answer sheet transmittals.

c. ASTB Use. The Navy, Marine Corps, and Coast Guard use the ASTB as a primary selection instrument for aviation and intelligence candidates and the OAR (derived from the MST, RCT, and MCT only) for selecting non-aviation candidates.

d. ASTB Administration. The NOMI (Code 341) generates all procedures governing the administration, handling, accountability, scoring and safeguards for the ASTB.

(1) All personnel responsible for ASTB test administration and custody shall have read and be thoroughly familiar with the references for administration, handling, accountability, and safeguards of the ASTB. These references can be obtained from NOMI (Code 0341) at commercial 850-452-2257x1060, or DSN 922-2257x1060. The references for these procedures are:

(a) Examiner's Manual for The United States Navy and Marine Corps Aviation Selection Tests (NOMI P-5098C) and

(b) APEX.NET Version 1.1 Examiner's Guide (NOMI P-5098C Part II).

(2) Handling of all testing materials, completed answer sheets and APEX.NET Login ID and passwords shall be limited to personnel designated in writing as either Test Control Officers, (Exhibit 040201), Officer Programs Test Administrators, (Exhibit 040202) or personnel authorized sub-custody of ASTB material, (Exhibit 040203). Personnel authorized custody or sub-custody use of APEX.NET by their NAVCRUITDIST Commanding Officer should contact NOMI (Code 0341) at commercial 850-452-2257x1060, or DSN 922-2257x1060 to request Login IDs and passwords for APEX.NET.

e. ASTB Accountability. Those activities authorized by NOMI to hold and administer testing materials have certain specific responsibilities. Any designated individual accepting custody of the testing materials specifically accepts the responsibility for the following:

(1) Security. Test booklets and filled in test answer sheets are classified "FOR OFFICIAL USE ONLY". These materials shall be handled in all respects as to transmission, use, stowage, and control of dissemination in accordance with current security instructions.

(2) Maintenance of an adequate supply of testing materials and mailing materials.

(3) Exact conformity to the procedures outlined herein, including the above noted references.

(4) Observance of the limitations prescribed herein and the above references concerning discussion of test results with examinees.

f. Sub-Custody of ASTB

(1) Activities authorized sub-custody (i.e. NRS) of ASTB test booklets, answer sheets and/or APEX.NET accounts other than the NAVCRUITDIST Headquarters shall be designated in writing by the NAVCRUITDIST Commanding Officer only after the TCO has verified the adequacy of security provisions, testing facilities, and test administration personnel.

(2) Sub-custody of ASTB testing materials to non-recruiting activities, including ROTC units, is prohibited. These activities shall request ASTB testing materials through NOMI.

g. Handling of ASTB Materials

(1) Only personnel designated in writing by the Commanding Officer are authorized to handle testing materials and completed answer sheets.

(2) At a minimum, all testing materials including APEX.NET Login ID and password (if written down) shall be stowed in a safe or cabinets (preferably metal) secured by combination locks. Where feasible, cabinets should be in secured spaces.

(3) Hard copy ASTB test material may be used during travel; however a system of sub-custody shall be established for all testing materials (see Exhibit 040203). Documentation of testing material taken on road trips shall be made in a Test Control Log, and such material shall be subject to all routine and specific inventory requirements as delineated in the above references. Appropriate security measures shall be taken to preclude loss or compromise. Specifically, testing material shall not be stowed in unattended N3Ms unless the N3M is locked and material is placed in a locked container, i.e., luggage, attaché case, etc. Testing material shall not be stowed in unattended automobiles unless the automobile is locked and testing material is placed out of view, preferably in the trunk. Testing material will be kept in a distinctive container or folder to distinguish it from other papers.

(4) Test booklets shall be inventoried as follows:

(a) Test booklets used for a testing session shall be inventoried and page checked by the Test Administrator before and after that testing session.

(b) Test booklets shall be inventoried (but not page checked) when the Test Administrator or TCO opens the safe/cabinet for purposes other than test administration.

(c) A monthly inventory and page check of all test booklets shall be conducted at least once during each calendar month. Inventories of individual testing booklets used for a test session do not meet this requirement. See Article 040201.

(d) Results of the above inventories, including notation of sub-custody material, shall be recorded in a testing materials log and signed by the test administrator conducting the inventory. The monthly inventory and page check shall be specifically marked as such in the Test Control Log.

h. Applicant Counseling Limitations

(1) Officer programs recruiting, processing, and testing personnel are prohibited from disclosing any information concerning the tests other than a general overview.

(2) Recruiters may advise applicants to review standard study guides for military officer candidate programs, which are available in most libraries and commercial bookstores.

i. Scoring the ASTB

(1) The requirements for scoring and mailing of the ASTB are contained in the above references.

(2) Local scoring of the ASTB and OAR is prohibited.

(3) Completed answer sheets shall be forwarded to NOMI per the above references.

(4) For ASTB tests administered via APEX.NET, immediate official scoring is available and can be printed for the applicant and the command.

(5) The official score sheet from NOMI, or the Commanding Officer's Letter printed from APEX.NET, shall be included in the officer application as required by the appropriate officer application checklist.

j. Loss or Compromise of the ASTB

(1) Upon discovery of loss or compromise of ASTB materials or APEX.NET Login IDs or passwords at Recruiting Command activities, NAVCRUITDIST personnel shall immediately contact NOMI (Code 0341), commercial 850-452-2257x1060, or DSN 922-2257x1060, and NAVCRUITCOM (N311).

(2) Commanding Officers shall direct an investigation of the circumstances surrounding the loss or compromise of testing material, and upon completion, provide a report to NAVCRUITCOM (N311) and (00IG) via the appropriate chain of command.

EXHIBIT 040201. TEST CONTROL OFFICER (TCO) DESIGNATION LETTER

1200
Ser ____ / ____
Date

From: Commanding Officer, Navy Recruiting District _____
To: _____

Subj: DESIGNATION AS TEST CONTROL OFFICER

Ref: (a) COMNAVCRUITCOMINST 1131.2
(b) NOMI P-5098C (2004), Examiner's Manual for The United States Navy and Marine Corps Aviation Selection Tests
(c) NOMI P-5098C Part II (2004), APEX.NET Version 1.1 Examiner's Guide

1. In accordance with the provisions of references (a) through (c), you are hereby designated as the Officer Programs Test Control Officer for Navy Recruiting District, _____.

2. You are directed to familiarize yourself with the provisions of the above references regarding all aspects of test accountability, security, custody, handling, administration and testing.

Commanding Officer

Copy to:
Service Record

EXHIBIT 040202. OFFICER PROGRAMS TEST ADMINISTRATOR DESIGNATION LETTER

1200
Ser ____ / ____
Date

From: Commanding Officer, Navy Recruiting District _____
To: _____

Subj: DESIGNATION AS OFFICER PROGRAMS TEST ADMINISTRATOR

Ref: (a) COMNAVCRUITCOMINST 1131.2
(b) NOMI P-5098C (2004), Examiner's Manual for The United States Navy and Marine Corps Aviation Selection Tests
(c) NOMI P-5098C Part II (2004), APEX.NET Version 1.1 Examiner's Guide

1. In accordance with the provisions of reference (a) through (c), you are authorized to administer the Aviation Selection Test Battery (ASTB) for Navy Recruiting District, _____.

2. You are directed to familiarize yourself with the provisions of the above references regarding all aspects of test accountability, security, custody, handling, administration and testing. You are responsible to the Test Control Officer for the proper administration of the ASTB.

Commanding Officer

Copy to:
Service Record

EXHIBIT 040203. AVIATION SELECTION TEST BATTERY MATERIAL SUB-CUSTODY LETTER

1200
 Ser ____ / ____
 Date

From: Commanding Officer, Navy Recruiting District _____
 To: _____

Subj: SUB-CUSTODY OF AVIATION SELECTION TEST BATTERY MATERIAL

Ref: (a) COMNAVCRUITCOMINST 1131.2
 (b) NOMI P-5098C (2004), Examiner's Manual for The United States Navy and Marine Corps Aviation Selection Tests
 (c) NOMI P-5098C Part II (2004), APEX.NET Version 1.1 Examiner's Guide

1. In accordance with the provisions of references (a) through (c), you are authorized sub-custody of the following testing materials.

2. You are directed to familiarize yourself with the provisions of the above references regarding all aspects of test accountability, security, custody, handling, administration and testing. You are responsible to the Test Control Officer for the proper administration and security of the test material.

Commanding Officer

(List testing materials here)

I ACKNOWLEDGE RECEIPT OF THE ABOVE LISTED MATERIALS:

 Signature

 Date

SECTION 3**ACTIVE/ DIRECT COMMISSION/ STUDENT PROGRAMS APPLICATION
PREPARATION AND SUBMISSION**

040301. INTRODUCTION. This section provides specific guidance for preparing officer program applications for Active Duty, Direct Commission, and Student Programs.

a. For clarification and ease of understanding, for this Chapter, OR refers to Officer Recruiter. OP refers to the NAVCRUITDIST or station Processor and includes the OPL when acting as a processor and not the Lead. OPL refers to the OPL acting as the Processing Lead. The NAVCRUITCOM Processor is referred to as such.

b. Active duty accessions are also referred to as Direct Accessions (DA). DCOs are primarily non-prior service staff corps and unrestricted line officers affiliating in certain reserve programs. Students may be currently attending schools or have acceptance letters and be applying for student programs. All of these kits are processed similarly. Exceptions are noted below.

040302. INITIAL PROCESSING

a. During the initial interviewing process, the OR will have the lead/contact read, sign, and date the Privacy Act Statement (NAVCRUIT 5211/1) and Voter Registration Information (DD Form 2645). If initial contact is via phone, the OR will read the Privacy Act Statement to the lead/contact.

b. Once a contact pursues an opportunity in the Navy or Navy Reserve, he/she may download or receive application forms by email or fax. These forms will be completed and uploaded into OTools using the proper protocol and standardized responses. Faxing of documents is highly discouraged as re-faxing deteriorates document legibility. Overnight delivery services at Navy expense are not authorized.

c. The OR interviews/blueprints the contact for program suitability and medical qualification.

(1) Keep in mind the goal is selling the Navy, not a particular program. The contact may not be selected for his/her program of choice, yet can still be an accession for another program.

(2) The OR will brief all prospects interested in applying for a commission in the United States Navy as to the hardships encountered in serving in the Navy, e.g., possible family separation, etc.

(3) The OR will ensure that the contact is shown the Officer Candidate School (OCS) Video, Commitment to Excellence or the Welcome to ODS video prior to submitting the prospect's application to NAVCRUITCOM.

d. The OR checks the applicable PA to verify the contact's eligibility for program(s) of choice and ensures open goal.

e. The OR prints the checklist for applicable program.

f. Determine if contact is qualified:

(1) If qualified and there is a goal, or the community is making selections for the next fiscal year, The OR/OP/OPL briefs the prospect on the application process and provides him/her the application paperwork, as well as a copy of the checklist, highlighting those items he/she needs to provide or complete. The OR will ensure that the prospect is advised of the following:

(a) The contents of the applicable service agreement.

(b) The type and duration of training to be received, including Physical Fitness Assessment (PFA) requirements at OCS and ODS.

(c) That after processing and approval, the application will be forwarded to NAVCRUITCOM for final action.

(d) That written notification to the NAVCRUITDIST is required for withdrawal of an application or declination of selection, stating the reasons for the request.

(e) That marginal applicants should be prepared for possible rejection.

(2) If the prospect is not qualified per the Basic Eligibility Requirements (BERs) or PA, do not process. The prospect should be referred to the R-OPS, or, if application is in process, a Field Review Board for possible Field Rejection.

(3) Screen applicant for medical qualification, asking questions that will identify potential disqualifying conditions, such as asthma, allergies, ADD, medication history, or past surgeries.

g. The OR/OP provides NASIS access for the prospect so he/she can complete the SF-86 at his/her convenience. Once SF-86 is completed, the OP will check for accuracy and, when required in the application process, submit with fingerprints to OPM. For details on NASIS, refer to Section 9 of this chapter.

h. The OP/OPL starts a file on the prospect for tracking items submitted by the applicant for application.

i. The OP/OPL works with the prospect to complete all items on the applicable checklist.

j. For medical and chaplain programs only, once the prospect begins the application process, the OP/OPL submits Scroll Prescreen 1131/67 to R-OPS, who submits to NAVCRUITCOM PM for Scroll submission. All others will be submitted for scroll by the NAVCRUITCOM PM after "RECPRO Y". For details on the Scroll process, refer to Section 8 of this chapter.

040303. CHECKLIST ITEMS TO REQUEST EARLY. Recommend the OP request or complete these items (as required) early in the process due to lengthy turn-around time. Work these concurrently with the application process.

a. All prospects must complete the medical prescreen DD form 2807-2 and MEPCOM form 680.

(1) If no issues are indicated on the prescreen, schedule a physical for the applicant at MEPS.

(2) If issues are indicated on the prescreen, send both the 2807-2 and the 680 to the MEPS and the physician will determine if he/she will need additional information and will notify the NRD, and the prospect will need to supply the requested documents. If MEPS indicates no additional information is needed, schedule the physical.

(3) If MEPS determines the prospect should not receive a physical ("Floors them"), send all MEDDOCS to N3M via MEDWAIVE for a courtesy review.

(4) In a courtesy review, N3M will determine either:

(a) "warranted", in which case you will schedule a physical, or

(b) "not warranted", meaning they have incomplete information or applicant is likely to be NPQ'd

(5) NUPOC prospects should have physicals scheduled as soon as possible so they have N3M letter at time of interview.

(6) See Article 040304 for more detailed information.

- b. Police Record Check, DD form 369, as required.
- c. Request prospect's prior service record (as required).
- d. Request for Conditional Release DD Form 368 (if required).
- e. Tattoo screening.
- f. Security Investigation form - page 13.
- g. For students only: Degree Completion Plan as required.
- h. For OCS prospects only: Administer ASTB exam. Once scored, recheck PA for eligibility.
- i. For all medical provider applicants with a full unrestricted license (as listed in chapter 7, section 5, paragraph c): Credentialing package must be completed and verified prior to kit going to the Professional Review Board. For all medical provider applicants with a restricted license (training status): Credentialing package must be submitted prior to kit going to the Professional Review Board. (See chapter 7, section 5, paragraph c).
- j. For chaplains only: Ecclesiastical Endorsement (See chapter 7, section 4).

040304. MEDICAL PROCESSING.

a. Medical applicants require a N3M letter of physical qualification be submitted with the application; therefore, kit and medical processing can be completed concurrently.

b. NUPOC, Chaplain, and NAVET applicants must have their physicals uploaded into MEDWAIVE when their kits are uploaded into OTools.

c. OCS, JAG, and DCO program applicants must have their physicals uploaded into MEDWAIVE within 30 days of PROREC "Y".

d. Once the physical is completed at MEPS, the MEDDOCS are forwarded to the NAVCRUITCOM Medical Advisor (N3M) via MEDWAIVE for physical determination. The determinations are as follows:

(1) Physically Qualified (PQ)

(2) Not Physically Qualified (NPQ). If the applicant is found NPQ, he/she should be field rejected.

(3) Temporarily Not Physically Qualified (TNPQ). For TNPQ applicants, NAVCRUITCOM (N3M) works directly with the NRD processor through MEDWAIVE. The NAVCRUITDIST has 30 days to submit the requested information. After 30 days, the record will be forwarded to the appropriate NAVCRUITCOM division officer recommending non-selection.

(4) Physically Qualified Waiver (PQW)

e. Once N3M makes a physical determination (PQ, NPQ, TNPQ, PQW), the OP uploads the N3M letter of physical determination into OTools and will "Next Action" the NAVET PM.

f. Incomplete applications after PQ and "RECPRO Y"

(1) After a PQ, if an application is incomplete, the NAVCRUITDIST has 30 days in which to submit the necessary information for a complete and accurate application.

(2) Applications incomplete after 30 days may be granted two extensions, not to exceed 90 days.

(3) Any extension requests will be submitted in writing to the respective NAVCRUITCOM (N315) processor.

(4) Applications still incomplete after 90 days will be forwarded to the appropriate NAVCRUITCOM division officer recommending non-selection.

040305. KIT SUBMISSION

a. The OR and OP will review the kit using the appropriate officer application checklist. Prior to submitting the kit, the OR and OP (or personnel with "by direction" authority) will sign and date the appropriate checklist.

b. All medical/chaplain programs require a N3M letter of physical qualification to be submitted with application; therefore, kit and medical processing can be completed concurrently.

c. OP submits the Application Processing and Summary Record (NAVCRUIT 1131/238), current SF-86, and required forms per the checklist and uploads into OTools. Include completed checklist.

(1) Upload in batches as grouped on checklist (for medical program applicants, include PRODOCS and N3M letter).

(2) Name the file as follows: name of section on checklist-applicant last name first initial (with **NO** comma!) - applicant SSN last 4 digits - date (YYYYMMDD)
Example: App-SmithJ-1234-2010JAN01

(3) "Next Action" NAVCRUITDIST OPL

d. OPL validates kit for completeness and checks for any errors.

(1) If the kit is incomplete or contains errors, the OPL will "Next Action" the OP to correct errors and/or complete kit. Once the kit is complete and error-free, the OP will "Next Action" the OPL for revalidation. This continues until the kit is complete and accurate.

(2) If the kit is complete and error-free, the OPL forwards it to the NAVCRUITDIST R-OPS for validation. Both the OPL and the R-OPS sign as required, the kit is scanned and uploaded into OTools, then the OPL will "Next Action" the appropriate NAVCRUITCOM Processor (N315).

(3) The completed signed checklists will be submitted to NAVCRUITCOM (N315) with the kit and a copy is maintained with the applicant's electronic or paper residual file at the NAVCRUITDIST.

(4) For medical programs applicants, applications will not be forwarded to the Professional Review Board until Centralized Credentialing and Privileging Department (CCPD) review (if required) is complete.

(5) Except when required for the program or if the NAVCRUITCOM PM specifically requests it, the N3M letter will not be submitted to NAVCRUITCOM prior to an applicant's OTools record indicating a "RECPRO Y".

e. Once the application is received at NAVCRUITCOM (N315), the NAVCRUITCOM Processor will:

(1) Review the application for completion and accuracy.

(2) Enter a received date in the OTools record.

(3) If the application is determined incomplete, notify the NAVCRUITDIST via OTools with a list of missing items and/or required actions.

(a) Applications are considered as being complete and accurate when they contain all documents required by the application checklist for a specific program which enables a community to confer a recommendation of "Select" or "Non-Select" to NAVCRUITCOM. Complete and accurate applications are required to be "Next Actioned" to NAVCRUITCOM (N315) BY 2359 (local time based on district location) of the published application due date to be accepted and processed for board. Complete and accurate applications submitted by a NAVCRUITDIST after 2359(L) of the published kit due date will be passed to the applicable Program Manager who will PRO-X the application and return the application to the NAVCRUITDIST. Applications on hand at NAVCRUITCOM (N315) deemed as being incomplete as of 2359(L) of the published application due date will also be PRO-X by the applicable Program Manager and returned to the NAVCRUITDIST.

f. If OTools is not updated within 48 hours after an application has been forwarded to NAVCRUITCOM, the NAVCRUITDIST should call NAVCRUITCOM (N315) for verification of receipt.

g. Fails to meet BERs. When applications are determined not to meet BERs, the NAVCRUITCOM (N315) processor will return the electronic record to the recruiter.

h. Once a complete and accurate kit is received by NAVCRUITCOM N315, it will be sent via "Next Action" to the appropriate NAVCRUITCOM PM. A complete kit contains all documents required by the application checklist for a specific program which enables a community to confer a recommendation of "Select" or "Non-Select" to NAVCRUITCOM.

i. Once the complete kit has reached the appropriate PM, the Selection Process is initiated. See Section 040307.

040306. SELECTION CRITERIA. In determining which applicants are to be selected, due consideration will be given to the overall qualifications of the individual, with the objective of

selection of candidates who best exemplify the standards of moral, mental and physical fitness required of a Navy officer. The following information at a minimum will be considered in the selection of applicants, particularly for officer candidate programs leading to active duty. a. Collegiate Record. College scholastic record based on the quality of the educational institution attended, the academic curriculum completed, grade point average and class standing attained.

b. Test Scores. Written qualification test score(s) including but not limited to OAR and ASTB (when required).

c. Work Experience. Previous work experience as determined by employment history and employer references.

d. Extracurricular Activities. Positions of leadership and responsibility that may have been held in academic, athletic or civic organizations.

e. Letters of Recommendation. Personal and employer input on past performance, moral character, special qualifications and experiences.

f. Qualities of Citizenship. Honor and trust as determined through investigative summaries and by the specific program requirements.

g. Prior Service. Previous military records or records of a previously attended military service academy or officer training program if applicable. Particularly thorough attention will be paid to the reasons surrounding disenrollment on the part of any applicant who was previously enrolled in any program leading to commissioning as an officer in the U.S. Armed Forces, considering especially the recommendations of former COs, academy officials, etc., regarding the applicant's potential as an officer candidate/Navy officer.

h. Recruiting Personnel Recommendations. The APSR and recommendations of the field recruiting activity staff (CO, XO, R-OPS, OR and/or OP/OPL) or chain of command (if applicant is military) are required.

i. Physical Qualifications. The applicant's physical qualifications will be a determining factor in the final selection status of an applicant, but will not normally be a determining factor in the recommendations of the Pro-Board. If a waiver of physical standards is required for commissioning, it

will be granted by N3M based on the needs of the Naval Service in the particular category for which application is being made.

040307. SELECTION PROCEDURES

a. Initial Screen. A review of the kit will be conducted to determine if the applicant is qualified per the following:

(1) The PM for the program under which the application has been made, will conduct a careful study of the entire application and/or the military record of the individual concerned and make a determination as to whether the applicant is qualified for the program to which they are applying.

(2) If the applicant meets BERs, PA requirements, and any other criteria that may have been directed by the professional recommendation board (Pro-Board), the application will be sent to the applicable Pro-Board.

(3) If the PM determines the applicant does not meet BERs, the application will be sent to the appropriate NAVCRUITCOM Director for confirmation and final non-selection. Ideally, applicants who do not meet BERs or PA requirements should not reach NAVCRUITCOM; they should be field rejected or referred to the appropriate NRD R-OPS.

b. Pro-Board. All applications passing initial screening will be reviewed by a Pro-Board conducted either by the applicable Officer Community Manager or NAVCRUITCOM.

(1) Pro-Boards conducted by NAVCRUITCOM will consist of at least three NAVCRUITCOM staff members, one of which must be an O6, and one of which will normally be serving as the Director or PM for the program under which the application has been made.

(2) Pro-Boards conducted by the Officer Community Managers and senior professionals in the specialty applied for will be conducted per their own guidelines.

(3) Questionable cases will be referred to the appropriate NAVCRUITCOM Director for resolution and, as necessary, may forward to NAVCRUITCOM N31 for final decision.

(4) The Pro-Board will consider the application based on the factors discussed in the Selection Criteria above and will make a professional yes or no recommendation. Receipt of a professional recommendation does not guarantee final selection. Information included in medical documents or JPAS could reveal

that the applicant is not qualified for enlistment/commissioning.

c. Once a professional recommendation is received, the NAVCRUITCOM processor will enter a "RECPRO Y or N" into the applicant's OTools record.

(1) Upon "RECPRO Y" for OCS and JAG applicants, the NAVCRUITDIST will:

(a) Initiate JPAS (if not already initiated), and

(b) Complete physical and submit N3M letter of physical qualification.

(2) Upon "RECPRO Y" for medical applicants,

(a) NAVCRUITCOM will ensure JPAS is completed.

(b) When N3M letter is received via MEDWAIVE, NAVCRUITDIST will forward letter to NAVCRUITCOM via OTools.

(3) Upon "RECPRO N", the application will be sent to the appropriate NAVCRUITCOM Director for final determination. If applicants are requesting consideration for more than one officer designator, the application will not be sent for final determination until Pro-Board results have been made for all requested designators.

d. Final Selection/Non-Selection. Receipt of a professional recommendation does not guarantee final selection. Information included in the application could reveal characteristics about an applicant that are inconsistent with final selection. These include applicants who are:

(1) Not Physically Qualified (NPQ) for commissioning.

(2) Not Best Qualified (NBQ) for commissioning.

(3) In receipt of final adjudication of Security Clearance stating the member is ineligible for a clearance.

(4) Not eligible for age waiver.

e. Once applicant is selected:

(1) The NAVCRUITDIST has 30 days to submit all required information to complete the kit.

(2) Kits incomplete after 30 days may be granted up to two extensions, not to exceed 90 days.

(a) Any extension requests will be submitted in writing to the respective NAVCRUITCOM (N315) PM.

(b) Applications still incomplete after 90 days will be forwarded to the appropriate NAVCRUITCOM division officer recommending non-selection.

f. COMDOCS/Enlistment Docs: Once an applicant is selected and the kit is complete at NAVCRUITCOM, (Chapter 4, Section 10 refers), the following actions are required for each program:

(1) **HSCP and BDCP:**

(a) Select letters signed by the Director of OCS.

(b) NAVCRUITDIST notified of selection and enlists selectees.

(c) NAVCRUITDIST sends Enlistment Documents and Service Agreement to N315 Director via OTools, who will forward (if no errors) to Collegiate Management.

(d) Distribute documents as required.

Refer to Chapter 8 for Collegiate Management once enlisted.

(2) **OCS:**

(a) The Director of OCS signs select letter.

(b) NAVCRUITCOM Processor N315 receives the signed select letter via OTools, notifies the NAVCRUITDIST of selection.

(c) NAVCRUITDIST completes enlistment documents and service agreement.

1. Copy of the agreement is uploaded into OTools and a "Next Action" is forwarded to the N315 Director

2. Distribute documents as required.

(d) N315 attains enlistee. Once the member has reported to OCS, the member's kit is archived into OTools.

(3) **ODS/DCO/HPSP:**

(a) The Director of ODS signs select letter.

(b) The NAVCRUITCOM Processor N315 receives the signed select letter via OTools.

1. Notifies the NAVCRUITDIST of selection and requests COMDOCs from PERS-8.

(c) NAVCRUITDIST receives COMDOCs; commissions selectee per COMDOCs.

1. Copy of Oath is uploaded into OTools and a "Next Action" is forwarded to the N315 Director.

2. Distribute documents as required.

(a) ODS: N315 attains the officer. Once the officer reports to ODS, the member's kit is archived into OTools.

(b) DCO: N315 attains the officer. Once the officer reports to a reserve unit, the member's kit is archived into OTOOLS.

(c) HPSP: Once COMDOCs are approved, the member's kit is archived into OTools and is under the management of NAVMED MPT&E.

040308. RECONSIDERATION REQUESTS

a. Any officer program applicant who has been non-selected may request reconsideration of their application by submitting a request in writing to NAVCRUITCOM (N315).

b. If the request for reconsideration is submitted within six months of the official notification of non-selection, the following information must be included:

(1) A new Application Processing and Summary Record (NAVCRUIT 1131/238), with the "Reconsideration" block marked appropriately along with a current SF86.

(2) Applicant's request for reconsideration, including a letter from the applicant stating the reason he/she should be reconsidered for selection. The reconsideration letter must be signed and dated by the applicant.

(3) Any new or updated information including, but not limited to transcripts, interviews and references.

(4) The OPL/OP will upload the reconsideration documents and "Next Action" the NRC Processor. The NRC Processor will update the OTools record.

c. Applications will not be reconsidered for the same program within six (6) months of non-selection unless new information is submitted that indicates the applicant is better qualified than when previously non-selected or unless changes occur within the requested program's status (i.e., requested program was previously closed and re-opens).

Note: If more than six months have elapsed since official notification of non-selection, a new application, SF-86, and interviews must be submitted. Original employment references and letters from previous employers need not be replaced. Only references from a new employer are required.

040309. FINANCIAL INCENTIVE PROGRAMS

a. Requests for information regarding financial incentives for reserve officer programs will be addressed by COMNAVRESFORCOM (N112).

b. If an applicant is eligible and requests a financial incentive, NAVCRUITCOM Program Managers will obtain a quota number and financial incentive written agreement from COMNAVRESFORCOM (N112) for eligible designators and sub-specialties. If approved, COMNAVRESFORCOM (N112) will complete the financial incentive written agreement and a copy will be emailed to the NAVCRUITCOM PM and recruiter. The applicant must sign the agreement and the OP will email the signed agreement to the COMNAVRESFORCOM Officer Bonus Shop (in NMCI Global address list) and upload it into OTools. Then the OP will send a "Next Action" to the NAVET PM.

c. If an applicant declines a financial incentive program, a Declination Statement of Financial Incentives must be submitted on a NAVPERS 1070/613. The completed NAVPERS 1070/613 must be uploaded into OTools.

d. The applicant signs a NAVPERS 1200/1 (Ready Reserve Transfer Request Service Agreement). The OP/OPL uploads to OTools and forwards a "Next Action" to the NAVET PM.

e. The OR will provide the NAVOPSPTCEN with a copy of the NAVPERS 1200/1 signed by the member. Eligibility is established prior to accession.

040310. NUCLEAR AND CHAPLAIN INTERVIEW. An additional application phase is required for Nuclear and Chaplain Programs. Once both the application and N3M letter are received and evaluated at NAVCRUITCOM, all nuclear and active duty chaplain applicants are required to attend an interview in Washington, D.C. with representatives of their respective community. Upon successful completion of the interview, a final selection decision will be rendered. Applicants who do not successfully complete the interview will be non-selected and they will either be considered for other programs or processing will be terminated. Travel arrangements will be made by the NAVCRUITDIST while lodging and meal accommodations will be made by NAVCRUITREG. The applicant receives applicant travel orders, but does not receive per diem.

040311. OBTAINING RESERVE BILLETS. New accessions are either assigned to a billet or brought into an In-Assignment Processing (IAP) status. There are circumstances in which IAP is unavoidable; however, Officer Recruiters (OR) will make every effort to find a hard billet for applicants. Recruiters can browse vacant billets via the Junior Officer APPLY (JOAPPLY) system to find a valid billet that meets Reserve Functional Area and Sex (RFAS) criteria. If the applicant is accessed IAP, the OR should instruct the officer to work with their NAVOPSPTCEN in obtaining a vacant hard billet, either locally or through a cross-assignment into a non-local unit.

a. For NAVET applicants, recruiters will sit with the applicant to select a vacant billet from JOAPPLY at <https://navyreserve.navy.mil>. Exceptions are pilots (1315) desiring flying status in squadrons. These (1315) officers obtain billet information from the squadron Commanding Officers. Each Air Wing holds their own selection board.

b. For the following DCO applicants, use JOAPPLY:

- (1) Intelligence (1635) and Information Warfare (1645)
- (2) Medical (2105, 2205, 2305, 2905)
- (3) JAG (2505)

c. CEC (5105) and HR (1205) DCO assignments are currently made by the community manager after Pro Board selection.

d. Contact the COMNAVRESFORCOM Reserve Chaplain Program Manager for Chaplain (4105) applicants.

e. All others are accessed as IAP and members must work with their NAVOPSPTCEN to obtain a vacant hard billet.

f. Recruiters may also contact the local NAVOPSPTCEN or the appropriate community manager to inquire about vacant billets based on the officer's designator, but most billets must be listed in JOAPPLY for billet approval from COMNAVRESFORCOM (N12).

g. The OR is responsible for ensuring that the Officer Application/Orders for Inactive Duty for Training (NAVRES 1321/1) is signed by the NAVOPSPTCEN CO within ten working days of the COMNAVRESFORCOM (N12) approval date.

h. Refer to COMNAVRESFORINST 1001.5 for additional information.

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SECTION 4**NAVY AND OTHER SERVICE VETERAN APPLICATION PREPARATION AND SUBMISSION**

040401. INTRODUCTION. This section provides specific guidance for preparing officer program applications for Navy Veterans (NAVETs) and Other Service Veterans (OSVETs). NAVETs are restricted and unrestricted line officers who have been released from active naval service and are being affiliated into the Reserves. For clarification and ease of understanding, for this Chapter, OR refers to Officer Recruiter. OP refers to the NAVCRUITDIST or station Processor and includes the OPL when acting as a processor and not the Lead. OPL refers to the OPL acting as the Processing Lead. The NAVCRUITCOM Processor is referred to as such.

040402. OTHER SERVICE VETERANS AND INTERSERVICE TRANSFERS

a. Other Service Veterans (OSVETS) who have been discharged and have no remaining military service obligation (MSO) as evidenced by their DD-214 are processed by NAVCRUITCOM as any other civilian, with the exception of obtaining prior military records per checklist and PA.

b. OSVETS who are under MSO and maintain a commission are processed by Pers-9, not NAVCRUITCOM.

c. Interservice transfers are processed by PERS-9, not by NAVCRUITCOM, and complete instructions can be found at <http://www.npc.navy.mil/CareerInfo/ReservePersonnelManagement/Officers/Pers4911.htm>.

040403. NAVET INITIAL PROCESSING

a. Before processing a NAVET for affiliation, it is necessary for the OR to verify with Navy Personnel Command (PERS-911) that the prospect meets all eligibility requirements. Verification must be entered in OTools record.

(1) When appropriate, officer recruiters will inform active duty personnel prior to their separation from active duty to maintain a complete copy of their service, medical and dental records and review their DD Form 214 Worksheet prior to separation.

b. During the initial interviewing process, the OR will have the applicant read, sign, and date the Privacy Act Statement (NAVCRUIT 5211/1) and Voter Registration Information (DD Form 2645). If initial contact is via phone, the OR will read the Privacy Act Statement to the prospect.

c. Once a prospect pursues an opportunity in the Navy Reserve, it is acceptable for a prospect to download or receive the application forms by email or fax. These forms will be completed and uploaded into OTools using the proper protocol and standardized responses. Faxing of documents is highly discouraged as re-faxing deteriorates document legibility. Utilization of overnight delivery services by the OR is not authorized.

d. The OR must determine if the NAVET has received a reserve commission (often administered prior to release from active duty). If not, NAVCRUITDIST submits name and SSN to PERS 911C for scroll submission as the applicant will not be awarded a reserve commission until the name is approved through scroll process.

040404. FINANCIAL INCENTIVES

a. If an applicant is eligible and requests a financial incentive, the NAVCRUITCOM Program Managers will obtain a quota number and financial incentive written agreement from COMNAVRESFORCOM (N112) for eligible designators and sub-specialties. If approved, COMNAVRESFORCOM (N112) will complete the financial incentive written agreement and a copy will be emailed to the NAVCRUITCOM PM and the recruiter. The applicant must sign the agreement and the OP emails it to "CNRFC_officerbonus_shop" (in NMCI Global address list), uploads into OTools, then forwards a "Next Action" to the NAVET PM.

b. If an applicant declines a financial incentive program, he/she will sign a Statement of Declination of Financial Incentives (NAVPERS 1070/613) and the OP will upload a copy into OTools.

040405. NAVET MEDICAL PROCESSING. Medical processing should be completed concurrently with kit processing. MEDDOCS should be loaded into MEDWAIV either prior to or concurrently when the completed kit is loaded into OTools. Refer to Chapter 2, Section 8 for physical requirements, as well as the current applicable checklist and PA.

a. MEDDOCS are forwarded to the NAVCRUITCOM Medical Advisor (N3M) via MEDWAIVE for physical determination. The determinations are as follows:

(1) Physically Qualified (PQ)

(2) Not Physically Qualified (NPQ)

(3) Temporarily Not Physically Qualified (TNPQ). For TNPQ applicants, the OR/OP will be notified via MEDWAIVE of any documentation requested by NAVCRUITCOM (N3M). The NAVCRUITDIST has 30 days to submit the requested information. After 30 days, the record will be forwarded to the appropriate NAVCRUITCOM division officer recommending non-selection.

(4) Physically Qualified Waiver (PQW)

b. Once N3M makes a physical determination (PQ, NPQ, TNPQ, or PQW), the OP uploads the physical determination into OTools and will forward a "Next Action" to the NAVET PM.

c. Incomplete Applications after PQ

(1) After a PQ, if an application is incomplete, the NAVCRUITDIST has 30 days in which to submit the necessary information for a complete and accurate application.

(2) Applications incomplete after 30 days may be granted two extensions, not to exceed 90 days.

(3) Any extension requests will be submitted in writing to the respective NAVCRUITCOM (N315) processor.

(4) Applications still incomplete after 90 days will be forwarded to the appropriate NAVCRUITCOM division officer recommending non-selection.

040406. NAVET KIT SUBMISSION

a. Complete the affiliation application paperwork in accordance with the current Reserve Officer Affiliation Checklist. Medical processing should be completed concurrently via MEDWAIVE.

b. Kit Processing:

(1) Officer Processor:

(a) Submits Affiliation Processing and Summary Record (NAVCRUIT 1131/43) and required forms per current checklist,

(b) Uploads completed kit to OTools and forwards a "Next Action" to the appropriate NAVCRUITCOM PM (for medical program applicants, include PRODOCS).

(2) When the application is received by the NAVCRUITCOM PM, he or she will:

(a) Review the application for completion and accuracy.

(b) Enter a Received date in the applicant's OTools record.

(c) If the application is determined to be incomplete, notify the NAVCRUITDIST via email with a list of missing items and/or required actions.

c. Incomplete Application Packages

(1) If an application is incomplete, the NAVCRUITDIST has 14 days from notification in which to submit the necessary information for a complete and accurate application.

(2) If the application remains incomplete after 14 days, the NAVCRUITCOM processor will return the electronic record to the NRD Processor.

(3) Fails to meet BERs. When applications are determined not to meet BERs, the NAVCRUITCOM PM will return the electronic record to the recruiter.

d. While the NAVET PM is submitting the APSR to COMNAVRESFORCOM, the OR is assisting the applicant in searching for a billet via JO APPLY or the NAVOPSPTCEN.

(1) Once the billet information is obtained, the applicant signs a Ready Reserve Agreement (RRA). The OP/OPL uploads to OTools and forwards a "Next Action" to the NAVET PM.

(2) The NAVET PM submits a billet request to COMNAVRESFORCOM. Once a billet is approved, the PM will forward a "Next Action" to the OR.

e. The OR/OP submits to NPC (Pers-911) a standardized FAX cover sheet with the following information:

- (1) RRA (signed),
- (2) Most recent DD 214 or Statement of Service,
- (3) Copy of Separation Orders (if applicable), and
- (4) Reserve Oath of Office (signed, if applicable).

f. Pers-911 will approve/disapprove and update in OTools.

g. The NAVET PM will request for a NAVET approval letter from the appropriate director. Once signed, forward a "Next Action" to the OR. If the NAVET is a medical program applicant, the NAVET PM will forward the kit to the appropriate medical PM for review and recommendation prior to requesting for an approval letter.

h. The OR notifies applicant of approval/disapproval.

i. The OR is responsible for ensuring that the Officer Application/Orders for Inactive Duty for Training (NAVRES 1321/1) is signed within ten working days of the COMNAVRESFORCOM approval date by the NAVOPSPTCEN CO.

j. The OR mails the Initial Assignment for Inactive Duty Navy Reserve Officer Letter and Welcome Aboard Letter to the applicant along with a copy of their processing record.

k. The OR completes a NAVET affiliation checklist and submits all documents (in the order listed on the checklist) to the gaining NAVOPSPTCEN (including any financial incentive written agreements).

l. The OR will obtain a Drill Verification via a Drill Muster Sheet from the gaining command within 90 days, upload into OTools, and forward a "Next Action" to the NAVET PM. This step is essential in maintaining billet assignment and issuing financial incentive (if applicable) for the member.

m. OR will receive credit for affiliations when attainments are made in OTools. A copy of the drill verification will be included in the officer recruiter's residual files per the affiliation checklist. If the drill verification is not entered in OTools within 90 days, the gain will be attrited.

040407. TOUCH AND GO RECRUITING. Touch and Go Recruiting allows two NAVCRUITDISTs to receive credit for affiliating a USNR officer who is relocating after separation from active duty.

a. The TOUCH Recruiter is the recruiter who meets a Navy veteran (NAVET) officer who has been or will be released from active duty. Individuals must be within 90 days of their RAD date on the DD-214 to be considered Touch and Go.

b. The TOUCH Recruiter will:

(1) Initiate the OTools Record,

(2) Be responsible for completion of the affiliation package including obtaining the DD-214 and separation physical, and

(3) Forward the complete affiliation package to the GO Recruiter.

c. The GO Recruiter will:

(1) Obtain the review of physical qualification by NAVCRUITCOM Medical Advisor (N3M),

(2) Obtain approval by PERS-911 and COMNAVRESFORCOM via OTools,

(3) Execute orders and attainment in OTools, and

(4) Obtain drill verification.

d. Attainment credit is received after the member is approved for pay.

SECTION 5

NAVET APPOINTMENTS AND REAPPOINTMENTS

040501. INTRODUCTION. This section provides specific guidance for NAVET appointments and reappointments.

040502. AUTHORIZATION. MILPERSMAN 1131-040, Appointment of Officers in the Navy Reserve, outlines policy for Regular Navy officers separating from active duty, and former Regular Navy or Navy Reserve officers considered qualified by Navy Personnel Command (NAVPERSCOM).

040503. ACTIVE COMPONENT NAVY OFFICERS BEING PROCESSED FOR HONORABLE SEPARATION

a. Active component Navy officers who request separation from the Navy and who have satisfied their Military Service Obligation (MSO) may request appointment in the Navy Reserve before separation. Regular Navy officers who submit a voluntary resignation and who have not satisfied their MSO will be automatically considered for appointment in the Navy Reserve. However, it is imperative that all officers desiring a Reserve Appointment execute a Reserve Oath of Office and return it to PERS-911.

b. Favorable action on resignation requests from officers who have not satisfied their MSO will normally be contingent upon their acceptance of a Reserve appointment, if tendered.

c. Separation orders will specify whether the member has or has not been approved for a Reserve appointment, and whether separation is contingent upon acceptance of a Reserve appointment.

d. The appointment will be forwarded to the member by NAVPERSCOM (PERS-802) and is to be executed no earlier than the day after separation and within six months of release.

e. The Reserve appointment will be in the same grade, with the same date of rank, and normally in the same general category of designator, as that held in the active component Navy.

f. Point of contact is NAVPERSCOM (PERS-9).

Note: Former qualified aviators from other services, who have finished their MSO and no longer hold a commission, may apply for Direct Commission as a 13X5 if they have been selected by a Navy Pilot Selection Board for affiliation with a Reserve Force

Squadron (RESFORON) or Squadron Augment Unit (SAU). Applicants should submit a DCO package with their Pilot Selection Board acceptance memo to NAVCRUITCOM. If qualified, NAVCRUITCOM will request a waiver to accession policy.

040504. FORMER OFFICER REQUESTING REAPPOINTMENT WITHIN THREE YEARS

a. Former Active and Reserve Component Navy officers who were honorably separated and did not retain an appointment may request a Reserve appointment from NAVPERSCOM (PERS-911) within three years following the date of their separation.

b. The Reserve appointment will normally be in the same grade and designator previously held. NAVPERSCOM (PERS-911) will adjust the member's pay entry base date. If the period of separation is in excess of six months, PERS-911 will adjust the member's date of rank.

c. The member will request a Reserve appointment in writing to NAVPERSCOM (PERS-911), via a Navy Reserve officer recruiter. Requests will be endorsed by the recruiter and must include:

(1) Name, social security number, designator at time of separation, address, and phone number;

(2) A statement of the reason for not requesting, receiving, or retaining a Reserve commission at the time of separation; a copy of the member's DD-214, Certificate of Release or Discharge from Active Duty;

(3) A copy of the member's separation orders if separated from active duty;

(4) A copy of an updated Electronic Personnel Security Questionnaire (EPSQ) for National Security Positions if period of separation is more than one year; and

(5) A copy of DD Form 2807-1 (report of Medical History) completed within last 90 days.

040505. FORMER OFFICERS REQUESTING REAPPOINTMENT AFTER THREE YEARS

After three years from the date of separation, former naval officers may only request appointment in the Navy Reserve via an authorized direct appointment program. Applicants must meet all

of the eligibility requirements of the direct appointment program. POC is PERS-911.

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SECTION 6**JAG CORPS OFFICER PROCESSING**

040601. INTRODUCTION. This section discusses the Judge Advocate General (JAG) Corps (JAGC) application process for both the student program and direct accessions. For the JAGC, applicants apply directly to the JAGC for initial screening, and then once selected, processing is completed with an Officer Recruiter. Recruiters should prospect for JAG applicants to ensure the JAGC has enough qualified applicants to reach goal.

040602. JAG APPLICANT PROCESS (STUDENT PROGRAMS AND DIRECT ACCESSIONS)

a. Law students/licensed attorneys learn of the Navy JAGC by various means, including:

- (1) Internet/JAG website (www.jag.navy.mil),
- (2) On-campus visits to law schools,
- (3) Job fairs/career fairs,
- (4) Law school career services office,
- (5) Other JAG Corps or Navy officers, and
- (6) Recruiter prospecting.

b. Applicants may receive application materials from their career services office, from PERS 4416E, or directly from the website at www.jag.navy.mil/Careers, under the "APPLY" tab. All required forms for the professional selection board are downloadable and can be filled out on-line.

c. Applicants download the required forms, collect all supporting documents, and are personally responsible for providing a complete application to PERS 4416E by the published deadline. Applicants are also personally responsible for scheduling their own professional community interview. Approved/certified interviewers are posted on the JAG Corps Career website under the Apply tab. Documents required of applicant before application is seen by JAG Corps professional selection board are:

- (1) JAG Corps preliminary application form

(2) Copies of all undergraduate and law school transcripts

(3) LSAT score

(4) Résumé/Curriculum Vitae (CV)

(5) Recent photograph (5x7 or 8x10, business attire)

(6) Professional Community Interview

(7) Three letters of recommendation

(8) JAG workforce applicants must provide proof of good standing in their current BAR and their license.

d. Once the JAG Corps accessions selection board is held and professional selections are made, NAVCRUITCOM is provided a list of professional selects and non-selects and the JAG PM submits the "select" names to scroll.

e. PERS 4416E notifies all applicants of their professional "select" or "non-select status".

f. Professionally recommended applicants are directed to the responsible NAVCRUITDIST officer programs recruiter for further processing.

g. Recruiters then process complete application materials per the current checklist, knowing that the applicant has already been professionally recommended for selection.

h. Professionally recommended applicants complete the final application and selection process, including necessary medical screening and security background checks. Once the applicant's name is confirmed on the scroll by the Office of the Secretary of Defense, and all other documents are in order, a final selection letter is sent to applicant and commissioning documents are requested.

i. Commissioning documents are sent to the processing NAVCRUITDIST and a commissioning ceremony is scheduled. The new accession signs a 4-year service agreement and takes the oath of office. Students are commissioned as Ensigns in the IRR, and direct accessions are commissioned as LTJGs in the active component.

SECTION 7**RECALL TO ACTIVE DUTY APPLICATION PREPARATION AND SUBMISSION**

040701. INTRODUCTION. This section provides information on recalls to active duty applications.

040702. AUTHORIZATION. The following references pertain to recall to active duty.

- (1) Title 5 U.S.C. 301
- (2) Title 10 U.S.C. 543 and 549
- (3) SECNAVINST 1427.2, Rank, Seniority and placement of Officers on the Active-Duty Lists of the Navy and the Marine Corps
- (4) SECNAVINST 1420.1
- (5) BUPERSINST 1540.41
- (6) DoD Directive 1304.19
- (7) MILPERSMAN 1320-150, Voluntary Recall or Call to Extended Active Duty for Reserve Officers
- (8) MILPERSMAN 1132-010, Navy Reserve three-Year Recall program

040703. RECALL PROCESSING PROCEDURES. Personnel who previously held commissions in the U.S. Navy or U.S. Navy Reserve and are requesting recall to active duty may only be processed through NAVCRUITCOM if they are applying to medical or chaplain programs. All other personnel must submit their request through the BUPERS Recall Branch (PERS-480C) per MILPERSMAN 1320-150.

040704. RECALL TO ACTIVE DUTY (MEDICAL AND CHAPLAIN). Refer to the most recent Reserve Officer Affiliation Checklist.

a. Eligible: Drilling reserve or S1 status

(1) OR checks goaling letter or contacts appropriate medical PM to determine need for specific designator, SSP, AQD

(a) Ensure that the block requesting "Minimum time frame for recall" on the NAVPERS 1331/5, Application to Recall for Extended Active Duty, states "indefinite".

(b) The OP uploads the completed NAVPERS 1331/5 and other required forms (per appropriate checklist) into OTools and forwards a "Next Action" to the NAVCRUITDIST OPL.

(c) Complete per Kit Processing instructions as set forth in Article 040306.

(2) Concurrently, MEDDOCS will be submitted to N3M via MEDWAIVER.

(3) Once the kit is complete and error-free, the NAVCRUITDIST OPL and R-OPS must sign the required forms and forward a "Next Action" to NAVCRUITCOM (N315).

(4) Upon verification of a complete and accurate kit, NAVCRUITCOM N315 will forward a "Next Action" to the appropriate medical or chaplain PM for review and forward to the Pro Board (chaplains go to board via PERS).

(5) The Pro Board reviews and recommends "Pro Yes" or "Pro No".

(6) When the medical determination is back from N3M, it is uploaded into OTools by the OPL/OP.

(7) When the Pro determination is completed and the applicant is determined PQ, the complete kit is sent to PERS-911 (Recall Shop).

(8) Final determination for approval/disapproval is made by PERS-911, who sends a letter of selection/non-selection to the applicant. PERS-911 will submit for scrolling as needed.

b. Not Eligible: S2 status

040705. PHYSICAL STANDARDS. Each applicant selected for recall to extended active duty must meet physical standards appropriate to their grade as established by Chief, Bureau of Medicine and Surgery at the time ordered to active duty.

040706. DESIGNATOR CHANGE. Recall applications from officers who are requesting a change of designator must include the

statement: "recall contingent upon approval of change of designator" per MILPERSMAN 1320-150.

040707. CALL TO ACTIVE DUTY. Officers without prior active naval service may apply for call to active duty per MILPERSMAN Article 1320-150.

040708. AUGMENTATION. Reserve officers requesting recall to active duty will not be recalled until approved by OSD for active duty commissions. These officers will be submitted for scroll through PERS-8.

040709. SELECTION. Basic criterion for selection is whether, in the opinion of the staff, the candidate is fit by reason of age, education, previous naval and civilian experience, past performance, and suitability for assignments, etc, to compete successfully on a career basis with their contemporaries. Both Regular and Reserve Officers will receive official notification of the final decision on their recall request.

040710. POINTS OF CONTACT. Navy Personnel Command (PERS-480C).

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SECTION 8**NASIS, JPAS AND SCROLL PROCESSES**

040801. INTRODUCTION. This section provides specific guidance on the NASIS and Scroll processes, including step-by-step directions for NASIS.

040802. NASIS PROCESS FOR OFFICER APPLICANTS

a. The OP/OPL and applicant will work together to complete the applicant record in NASIS.

b. At the appropriate time the investigation request will be submitted to JPAS by either the Officer Processor (OP) or the Officer Processing Lead (OPL).

c. After submitting the investigation request to JPAS, the three release forms will be printed and the applicant will date and sign each of them. Ensure the applicant's signature is clear and legible. If not, OPM may request another copy of the release form(s) with a legible signature.

d. The OP/OPL will scan and upload the signed release forms to JPAS. Once an investigation request is successfully submitted to JPAS, one has 89 days to fax the release forms to the JPAS fax server. If the release forms are not received by the fax server, the investigation request is terminated on the 90th day. Records in NASIS with a status of Terminated can be edited and resubmitted to JPAS at any time.

e. Three business days after faxing the release forms, the OP/OPL will perform the action of "Check Investigation Status" in NASIS.

(1) If all of the release forms were received, NASIS will automatically archive the record as "Successful". This means the investigation request has been released to JPAS.

(2) If any of the release forms were not received, the name of the release form(s) will be displayed.

(3) The OP/OPL will check the release form(s) that was/were not received for any blemishes that may be causing the fax server to reject.

(a) If necessary, the OP/OPL will print another release form and have the applicant sign and date. The OP/OPL will fax this release form to the JPAS fax server.

(b) If no blemishes are found the OP/OPL will fax the release form(s) that was/were not received to the JPAS fax server.

(4) Three business days later the OP/OPL will perform the action of "Check Investigation Status" in NASIS.

(5) If the release form still has not been received, initiate a Footprints' ticket and request a coordinated fax. Provide the name and phone number of the person that DSS should contact.

(6) NAVCRUITCOM N6 will contact DSS and have someone contact the POC to schedule a time to fax the release form (s) while the fax server is monitored by someone at DSS.

040803. KEY ISSUES WITH NASIS PROCESSING OF OFFICER APPLICANTS

a. Fingerprint checks are only valid for 120 days from the date the applicant was fingerprinted. If the investigation request is submitted after the 120 day period, the OP/OPL will have to mail another fingerprint card to OPM to request another fingerprint check.

b. Many of the MEPS will not Live Scan Fingerprint officer applicants. When fingerprinting applicants, do the following:

(1) Submit the investigation request to JPAS.

(2) Print the three release forms and have the applicant date and sign.

(3) Electronically scan the three signature pages to "desktop" (scan each page separately and name it "Last name and type of form," (ie. SMITH REL). Then upload the three pages to the JPAS Server via the "Upload Sig Pages" option in NASIS.

(4) Perform the action of "Check Investigation Status" in NASIS the next business day.

(5) Once the release forms have been received, write the e-QIP investigation number at the top of the fingerprint card. This number is on the release forms.

(6) Mail/FedEx the fingerprint card to:

E-QIP Rapid Response Team
OPM-FIPC
1137 Branchton Road
Boyers, PA 16020

c. Once the three release forms are processed by the JPAS fax server the investigation request is released to OPM to be initiated. Once OPM receives the request they will wait 30 days for fingerprints. If the fingerprints are not received in that time, OPM **WILL CLOSE** the investigation request as Unacceptable.

d. When OPM receives the investigation request they will review the record to ensure they have all necessary information. If they need additional information, they will attempt to contact the person who is listed as the Submitting Officer Number (SON) point of contact. It is important to keep the contact information in the SON record up to date. Do this using the SON for Submitters link in the Maintenance section of the navigation bar in NASIS. If OPM does not receive the additional information they will close the investigation request as unacceptable.

e. If OPM closes an investigation request as "Unacceptable", the OP/OPL will need to submit a FootPrint (trouble ticket) requesting the previous investigation be cleared from JPAS so they can resubmit. If resubmission is necessary, please ensure the previous fingerprint check is still good.

f. If the applicant has an existing completed investigation and has had less than a two year break in service, the previous investigation is still valid. OP/OPL can obtain a copy of the person summary from JPAS and provide that information in the board package.

g. If the applicant has an existing completed investigation and has a two year or greater break in service, the investigation request will have to be entered in e-QIP vice NASIS. In this case, the OP/OPL will submit a FootPrint requesting an e-QIP investigation record be created.

h. If the applicant has an existing completed NACLC or ANACI investigation less than 9.5 years old (calculated from the close date of investigation), and now requires an SSBI, the investigation request will have to be entered in e-QIP vice

NASIS. In this case, the OP/OPL will submit a FootPrint requesting an e-QIP investigation record be created.

i. There should be at least one person at the District office that has access to JPAS. This will enable that person to do the following:

(1) Check for previous investigation results

(2) Check for receipt of new investigation requests by OPM

(3) Check for date the new investigation request is opened by OPM

(4) Print the *Person Summary* for previous investigation information

040804. PROCESS OF JPAS VERIFICATION

a. Once an applicant receives a PRO REC "Y", his or her security clearance will be checked through the Joint Personnel Adjudication System (JPAS).

b. The N315 processor will task the OP to begin the verification process.

c. The OP will, utilizing the applicant's SSN, check JPAS for the level of security clearance that has been awarded, if any.

d. The applicant must have a minimum of a NACLIC or greater clearance initiated/scheduled for Officer Accessions.

e. The OP will continue to check the JPAS site on a regular basis until the investigation reflects as being "SCHEDULED", "INITIATED", "OPENED", "CLOSED", or "ADJUDICATED" by OPM.

f. Once the security investigation in JPAS reflects as being "SCHEDULED", "INITIATED", "OPENED", "CLOSED", or "ADJUDICATED", the OP will upload a copy of the JCAVS Person Summary Page or the E-Clearance page into OTOOLS and send a "Next Action" to the N315 processor notifying them that the applicant meets minimum accession requirements.

040805. SCROLL PROCESS. All Active-Duty List (ADL) and Reserve Active-Status List (RASL) Officers must be on an approved scroll prior to being commissioned in the U.S. Navy. Title 10, United States Code, requires the President to appoint ADL Officers to the grades of Lieutenant and below and RASL Officers to the grades of Commander and below. This authority has been delegated to the Office of the Secretary of Defense (OSD). The appointment of ADL Officers to the grades of Lieutenant Commander and above and RASL Officers to the grade of Captain requires nomination by the President, and Senate confirmation.

a. The timeframe for completion of an active and reserve scroll that only requires OSD approval is approximately 4-6 weeks, while Senate confirmation can take up to three months or more. Scrolls are submitted weekly to OSD. The process is as follows:

(1) Recruiter meets with the potential Officer Program applicant; completes and has them sign the Prescreening Form NAVCRUIT 1131/67)

(2) Recruiter forwards NAVCRUIT 1131/67 to NAVCRUITDIST R-OPS.

(3) NAVCRUITDIST R-OPS verifies the NAVCRUIT 1131/67 for the following:

(a) Applicant's legal name (last, first, middle initial, and suffix);

(b) If applicant has no middle initial, then 'NMN' should be on the form;

(c) Social Security Number (complete);

(d) Rank (if applicable) and Status;

(e) Program request;

(f) Form signed by applicant and Recruiter;

(g) NAVCRUITDIST is on form.

(4) NAVCRUITDIST R-OPS or Acting R-OPS compiles all Scroll data into one Excel spreadsheet per the following format:

- (a) ALL CAPS;
- (b) Times New Roman, 13 font;
- (c) No comma after the first name;
- (d) A period after the middle initial;
- (e) A period after suffixes (JR., SR.), but no period after (II, III, etc.);
- (f) SSN must be submitted as follows: 999-99-9999
- (g) Rank must be submitted as follows:
 - ENSIGN
 - LTJG
 - LT
 - LCDR
 - CDR
 - CAPT
- (h) Example spreadsheet.

NAME	FULL SSN	LAST FOUR	RANK	ACTIVE OR RESERVE	DESIG	NOTES	NRD
SAILOR, JOSEPH Q.	999-99- 9999	9999	LT	ACTIVE	1120	STA	247
NAVY, JOE B., JR.	123-45- 6789	6789	LTJG	RESERVE	1145	OCS	116
DOE, JOHN C. III	111-22- 3333	3333	LTJG	ACTIVE	1390	OCS	134

(5) NAVCRUITDIST R-OPS or Acting R-OPS consolidates all NAVCRUIT 1131/67 sheets into one Adobe Acrobat file and emails the .pdf file with the excel spreadsheet to the NRC Scroll Coordinator on Mondays.

(6) The NRC Scroll Coordinator consolidates the weekly NRD submissions into one Excel spreadsheet and forwards to the PMs for review.

(7) PMs verify names, SSNs, ranks, and status for their programs and annotate whether to submit or not.

(8) NAVCRUITCOM N311/N312/N313/N314 Directors or their representatives verify names, SSNs, ranks, and status and forward their verified scroll list back to the NRC Scroll Coordinator.

(9) NRC Scroll Coordinator consolidates the Directors' final scroll lists into one Excel spreadsheet and routes to the NAVCRUITCOM Deputy for signature.

(10) Scroll submitted to NRC DET ARLINGTON via TV4 taskers by NAVCRUITCOM Scroll Coordinator.

b. For Medical Programs, the NAVCRUIT 1131/67 along with a copy of the scroll spreadsheet is submitted to the Scroll Coordinator via email by the NAVCRUITDIST R-OPS or Acting R-OPS, every Monday. The same documents are required for Chaplain Programs, except they are submitted to the Chaplain Program Manager (PM).

Program	Rank	Status	Required Documents
1925i (DC only)	Ensign	Reserve	NAVCRUIT 1131/67
Chaplain Students	Ensign	Reserve	NAVCRUIT 1131/67, Resume
Direct Accession*	Blank	Active	NAVCRUIT 1131/67, Resume
Direct Commission Officer*	Blank	Reserve	NAVCRUIT 1131/67, Resume
FAP	LT	Reserve	NAVCRUIT 1131/67, Resume
HPSP Programs	Ensign	Reserve	NAVCRUIT 1131/67
HSCP Programs (DC/MC)	Ensign	Reserve	NAVCRUIT 1131/67
Recall	Current Rank	Active	NAVCRUIT 1131/67, Resume

***Note:** DA and DCO ranks can be left blank, if unsure of the rank.

c. For all Officer Candidate School (OCS) and JAG Program applicants, scroll submission is submitted to the Scroll Coordinator by the program's respective NAVCRUITCOM PM. Program Managers will submit applicant's name, SSN, rank, and status after they have been recommended by the professional review board.

d. Scroll submissions for collegiates are as follows;

(1) BDCP - Submitted by PM when board is completed.

(2) NUPOC - Submitted by PM after candidate has enlisted.

(3) HSCP - Submitted by N315 at time of candidate's enlistment.

e. The majority of direct accessions and direct commission Officers will not be submitted on the scroll until after the rank is determined by the professional review board. The exception to this will be an applicant that is pending graduation and a resume was submitted with the NAVCRUIT 1131/67.

SECTION 9**ENLISTMENT/COMMISSIONING OF OFFICER CANDIDATES**

040901. INTRODUCTION. This section contains guidelines for the enlistment/commissioning of officer candidates. Processing activities are authorized to enlist selectees once notified in OTools of selection and authority to enlist. The authority to appoint a selected applicant for an officer program is inherent in the appointment documents provided by PERS-802 to the NAVCRUITDIST for delivery, contingent upon compliance with any attendant restrictions.

040902. PREPARATION FOR ENLISTMENT/COMMISSIONING

a. Prior to executing the enlistment/commissioning, the selectee will complete the following forms for the OR/OP to review:

(1) Change of Status Questionnaire

(a) OR/OP will pay particular attention to any positive answers on the Change of Status Questionnaire (NAVCRUIT 1131/33) form that are inconsistent with previously furnished information. If inconsistencies are found, or new information is discovered, the enlistment/commissioning will not be executed.

(b) The form will be completed in applicant's own handwriting in reproducible black or blue-black ink.

(c) Line-outs are not recommended to avoid any question of what the applicant stated during the enlistment/commissioning process. Line-outs will be initialed by the selectee. The OR/OP will ensure all information is clear, concise and full supportive documentation is included if needed.

(d) All "yes" answers must be fully explained.

(2) Program Service Agreement

(3) Annual Certificate of Physical Condition

(a) The OR will review the completed Annual Certificate of Physical Condition (NAVMED 6120/3) and sign as the reviewing officer if all responses are "NO".

(b) If the selectee's physical condition appears to have changed since the last physical examination; or information on the annual certificate of physical condition indicates that a change may have occurred, the enlistment/commissioning will not be executed. An updated DD 2807-1, reviewed and signed by a credentialed provider, must be forwarded to NAVCRUITCOM (N3M) via MEDWAIVE for final determination prior to enlistment/commissioning.

b. Prior to an applicant's enlistment/commissioning, the NAVCRUITDIST OPL/OP will:

(1) Ensure that a review of the applicant's file is completed and that no additional information of a derogatory nature has been received subsequent to the time the application was forwarded to NAVCRUITCOM headquarters for selection consideration. Attention will be paid to any character and employer references or police record checks that may not have been forwarded to NAVCRUITCOM prior to the time of selection.

(2) If derogatory information or any change which would preclude enlistment/commissioning is discovered, ensure the enlistment/commissioning is not executed. Notify the NAVCRUITDIST CO and appropriate NAVCRUITCOM Director immediately.

(3) Ensure the physical examination has not expired at time of enlistment/commissioning. If the physical is older than 24 months at time of enlistment/commissioning, the member will not be enlisted until he/she receives a new physical and has been found physically qualified for commission.

(4) In the case of selectees who are members of the Navy Reserve or another service, review the Conditional Release Form (DD 368) to ensure that the release date is still current and in effect and conditions are met prior to the enlistment/commissioning. If the release date from the Navy Reserve or other service has expired, obtain a new DD 368 with a new release date prior to enlisting the officer candidate. Under no circumstances will the applicant be enlisted prior to obtaining the DD 368.

(5) Use the Distribution of Enlistment/Commissioning Documents Checklist to assemble the required enlistment/commissioning documentation.

(6) If not already complied with, applicants drawing or claiming a pension, retired or retainer pay, or disability compensation from the United States Government by virtue of prior military service, will, by time of commissioning:

(a) Voluntarily agree to waive the pension, retired or retainer pay, or disability compensation being received, or

(b) Voluntarily agree to waive claim for active duty pay and allowances.

(7) Will ask selectee if he/she is involved in any lawsuits.

(a) No selectee who has a lawsuit pending against him/her will be enlisted/commissioned without the prior approval of NAVCRUITCOM.

(b) In order to assist NAVCRUITCOM in making a determination in such cases, a description of the nature of the case will be forwarded along with a statement from the applicant's lawyer as to when the case will be tried and whether or not the applicant's presence in court at the time of trial will be required.

(8) Will ensure all applicants receive the handout, A DEP Guide to Success and the applicable OCS/ODS pamphlet after selection and no later than prior to enlisting/commissioning.

c. Determining Enlisted Paygrades

(1) BDCP Paygrade will be determined using Exhibit 041001.

(2) HSCP and NCP paygrades will be determined by the respective PA.

(3) NUPOC paygrade determination will be made at the NUPOC Interview.

d. For Commissioning only

(1) Review the NAVCRUIT 1120/59, List of Restrictions, forwarded with the individual's commissioning documents, to ensure that all restrictions are either complete or scheduled for completion prior to executing the commissioning.

(2) For direct appointment selectees, ensure either PCS orders, or a letter stating their future duty station has been received from BUPERS prior to executing the commission.

040903. BRIEFING AT TIME OF ENLISTMENT/COMMISSIONING

a. At the time of enlistment/commissioning, the recruiting staff will ensure the following briefings are conducted:

(1) Training Brief. The enlistee/officer candidate will be provided the appropriate information applicable to the training school to be attended (OCS/ODS/DCO), such as OCS/ODS DEP guides, OCS/ODS/DCO Website information, etc.

(2) Montgomery GI Bill Brief. The enlistee/officer candidate will be briefed concerning their eligibility for participation in the Montgomery GI Bill (MGIB), and sign the MGIB Statement of Understanding (NAVCRUIT 1131/34).

(a) The brief is to be an overview of the MGIB. The enlistee/officer candidate will receive a complete briefing at OCS/ODS. Participation decisions will not be made upon enlistment/commissioning but after reporting for active duty.

(b) Non-prior service individuals who are assigned full time by the Armed Forces to a civilian institution for a course of education are precluded from receiving MGIB benefits while they are pending receipt of a degree and attendance at OCS/ODS. This includes NUPOC candidates, BDCP, HSCP and CEC active duty enlistee candidates. These individuals may become eligible for benefits three years after commissioning or three years after reporting to recruit training.

(c) Prior service individuals may be eligible to use their MGIB benefits while participating in their collegiate program. Details can be found at <http://www.gibill.va.gov/>.

(d) BDCP, NUPOC, HSCP, and CEC Collegiate program participants enlist onto active duty and will receive a brief upon arriving at OCS/ODS. At that time, they will complete the entire MGIB briefing and DD Form 2366.

(3) Collegiate Management Brief (active duty only). Active duty enlistees (NUPOC, HSCP, CEC, and BDCP) will be given a thorough briefing on their benefits and responsibilities. Each active duty enlistee will be provided a copy of the Collegiate Management Handout (Chapter 9) of this manual.

(4) Change of Status Brief. Each enlistee/officer candidate will be instructed to immediately inform NAVCRUITCOM, via the cognizant NAVCRUITDIST, of any major change in status. Such changes include, but are not necessarily limited to:

(a) Change of address.

(b) Change in name (including by marriage).

(c) Known changes in physical qualifications. Any illness, injuries, surgical procedure or pregnancy will be reported.

(d) Circumstances that affect the individual's qualifications, such as disbarment, loss of a required license, etc.

(e) Involvement with law enforcement agencies for violation of civil or criminal laws. Any arrest, detainment, posting of bail, court hearings, convictions, etc., excluding minor traffic violations for which a fine of \$200 or less is imposed, will be reported. Failure to report may result in discharge from the officer program. Disposition of such cases will be as authorized by NAVCRUITCOM on a case-by-case basis.

b. Direct Deposit Brief

(1) Enlistees/officer candidates will be briefed on the requirements to maintain an active bank account and to initiate direct deposit to be completed at their financial institution.

(2) Active duty and reserve members will be briefed on the requirement to complete the Direct Deposit Form (SF 1199A) and return it to the NAVCRUITDIST. The NAVCRUITDIST will forward the document to the appropriate PSD.

c. Command Urinalysis Brief

(1) Active duty and reserve members will be briefed on the Command Urinalysis Program.

(2) The enlistee/officer candidate will be provided the following Page 13s to sign and date:

(a) Navy Physical Readiness Program

(b) Observances of the Religious Faith Practiced

(c) Explanation of UCMJ Article 137 and Discharges

(d) Direct Deposit Requirement Acknowledgement

(e) Code of Conduct

(f) For active duty collegiates only: Active Duty Collegiate Urinalysis Testing Program

(g) For collegiates only: OFFCRUITMAN Chapter 9

040904. EXECUTING ENLISTMENT

a. The OPL/OP will complete the Enlistment/Re-enlistment Document Armed Forces of the United States (DD Form 4). For guidance refer to Article 070209 of this manual.

b. Any commissioned officer of any component of a U.S. Armed Force, active, reserve, or retired, may administer the enlistment oath.

040905. EXECUTING THE COMMISSION

a. Any commissioned officer of any component of a U.S. Armed Force, active, reserve, or retired may administer the commissioning oath of office. For NAVETs, if the member has been released from active duty, he/she must have a reserve oath of office. If the oath was not completed prior to release of active duty, it must be executed prior to accession.

b. As the official administering the oath of office, the OPL/ OP will ensure that all restrictions appended to the appointment documents have been met prior to the candidate being administered the oath. In the event there are questions regarding the restrictions involved, administration of the oath will be delayed until all questions have been resolved. Alterations of names, grades or dates of rank will not be made on appointment papers before or after execution. Appointment papers will be reissued by PERS-802 upon notification of an error.

c. All remaining commissioning documents will be completed by the OPL/OP prior to the selectee's commissioning.

d. After the oath has been administered, the new officer and the officer administering the oath will sign all copies of the Oath and Acceptance of Office (Active - NAVPERS 1000/4, and Reserve - NAVPERS 1000/20).

e. For members currently in an enlisted status, the Appointing Officer will:

(1) Honorably discharge appointees from their enlisted status by reason of "selected changes in service obligation to accept permanent appointment to officer grade" per MILPERSMAN 1910-102 as of the day immediately preceding the date of acceptance of the permanent appointment as appropriate.

(2) If not the custodian of the enlisted service record, notify the service record custodian regarding the type of appointment accepted and the date it was accepted.

(3) With the assistance of the OPL/OP, request that the member's enlisted status be terminated on the day immediately preceding the date of acceptance of the permanent appointment.

f. The OPL/OP will ensure:

(1) All signatures must be original.

(2) Appointees serving in permanent enlisted status (including those in temporary commissioned or warrant grades) have been honorably discharged from their enlisted status by reason of "selected changes in service obligation to accept permanent appointment to officer grade" per MILPERSMAN 1910-102.

(3) A Certificate of Release or Discharge from Active Duty (DD Form 214) is prepared per NAVMILPERSCOMINST 1900.8 and the enlisted service record closed for members discharged while on active duty.

(4) A Page 13: Discharge for the Purpose of Accepting a Commission (NAVCRUIT 1131/205) entry is made for members discharged while on active duty for the purposes of accepting a commission and the enlisted service record is closed. Enlisted record disposition will be per MILPERSMAN 1070-130.

040906. DISQUALIFICATION AFTER ENLISTMENT (PHYSICAL OR EDUCATIONAL)

a. If an enlistee becomes physically disqualified prior to accession, the NAVCRUITDIST will:

(1) Notify NAVCRUITCOM (N315) immediately.

(2) Submit consultations from the attending physician to NAVCRUITCOM N3M if the physical disqualification is of a temporary nature (resulting from an injury, accident, etc). The enlistee's file will be held in an inactive status for a limited time pending final recovery. If the enlistee is found physically disqualified for the desired program, the applicant may apply for a designator for which qualified.

b. If a selectee fails to earn a degree in the stipulated time, he/she may request an extension from NAVCRUITCOM (N315), via the NAVCRUITDIST CO, of one semester or one full summer session if circumstances warrant. For students enrolled in internships, the Program Director and/or Specialty Leader will coordinate with NAVCRUITCOM (N314) regarding extensions. If, following the extension, the candidate fails to meet educational requirements:

(1) Candidates/selectees procured from civilian/Navy Reserves sources will be discharged (for example, a non-paid 13750-NFO).

(2) For Active Duty Collegiates, see Article 080303, Academic Disenrollment.

040907. DISTRIBUTION OF ENLISTMENT DOCUMENTS. The OPL/OP will:

a. Use the Distribution of Enlistment Documents Checklist to ensure the enlistment documents are appropriately distributed.

b. Complete appropriate entries in the OTools system.

c. Active duty collegiates: After an active duty collegiate has received and signed orders, forward his/her service record to the servicing PSD. Retain the active duty collegiate health record at the NAVCRUITDIST until the collegiate prepares to ship to OCS. FEDEX the health record (to protect personally identifying information) to arrive at OCS no later than 2 days prior to collegiate reporting to OCS. When possible, send records in batches to minimize shipping expense.

d. Inactive duty collegiates: Retain inactive duty service and health records at the NAVCRUITDIST until the individual executes travel to OCS. FEDEX the officer candidate's Service and Health records to OCS (to protect personally identifying information) not less than two days and no more than two weeks prior to the candidate's OCS report date. When possible, mail records in batches to minimize shipping expense. Provide the

candidate/appointee with their active duty orders to hand-carry to OCS.

040908. DISTRIBUTION OF COMMISSIONING DOCUMENTS. The Distribution of Commissioning Documents Checklist will be used to ensure all the commissioning documents are appropriately distributed after the commission has been executed. The OPL/OP will:

a. Ensure the 1955-Judge Advocate General's Corps Records are maintained at the NAVCRUITDIST whose geographic area of responsibility (AOR) includes the law school the JAG student is attending.

b. Ensure the service and health records for 1985-DC HPSP, 1995-MSO (Optometry), 1975, HPSP, FAP and 29002-Nurse Candidate Program (NCP), 1925-Dental Corps Students are mailed to NAVMED MPT&E. The collegiate records for these programs are maintained by:

Naval Medicine Manpower, Personnel Training & Education
Command
ATTN: Medical Department Accessions
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

c. Ensure the Service and Health Records for 1945-Chaplain Candidates are mailed to the current Chaplain Candidate Program Manager.

Commander, Navy Recruiting Command
ATTN: Chaplain Candidate Program Manager
5722 Integrity Drive, Bldg. 784
Millington, TN 38054

d. Maintain all remaining active duty appointee records until officer departs for ODS. Place the service record in a sealed envelope and hand to the officer to carry to ODS. FEDEX health records, in batches whenever possible to minimize costs.

e. Ensure the service and health records for all DCO appointees are via FEDEX to the supporting NAVOPSPTCEN.

f. Provide the officer a copy of documents and ensure he/she signs and dates the Distribution of Commissioning Documents Checklist indicating receipt. Retain the original checklist and place it in the officer's residual file.

040909. COURTESY/SUPERSEDING APPOINTMENTS

a. The OPL/OP will review the NAVCRUIT 1120/59, List of Restrictions, to ensure all restrictions have been adhered to prior to allowing the administration of the superseding oath (e.g., physical examination that will not expire prior to completing ODS and proof of graduation from college/university).

b. Administer Superseding Oath to Officer. The OPL/OP will ensure the necessary sections are complete and distribute as indicated on the forms. No additional paperwork is required for superseding appointments, including OTools entries.

c. If there are no supporting documents, contact NAVMED MPT&E (for medical applicants) or Naval Chaplain school (for Chaplains).

040910. DEFENSE ELIGIBILITY ENROLLMENT REPORTING SYSTEM (DEERS) AND THE MILITARY IDENTIFICATION CARD

a. OCS officer candidates will receive ID cards once they arrive to OCS.

b. DCOs can receive their ID cards at their local NAVOPSPTCEN or PSD.

c. Active duty Collegiates:

(1) Upon enlistment, DEERS enrollment will be completed at the local PERSUPPDET.

(2) Obtaining a Military ID Card. The DD Form 1172 will be completed at the PSD. Collegiates may have to fill out a DD Form 1172 at the NAVCRUITDIST to gain access to the local military installation. The following documentation is required for the military ID card:

- (a) Enlistment Contract
- (b) Birth Certificate
- (c) Active duty orders
- (d) Marriage License (if applicable)
- (e) SSN Card

(f) One form of picture ID

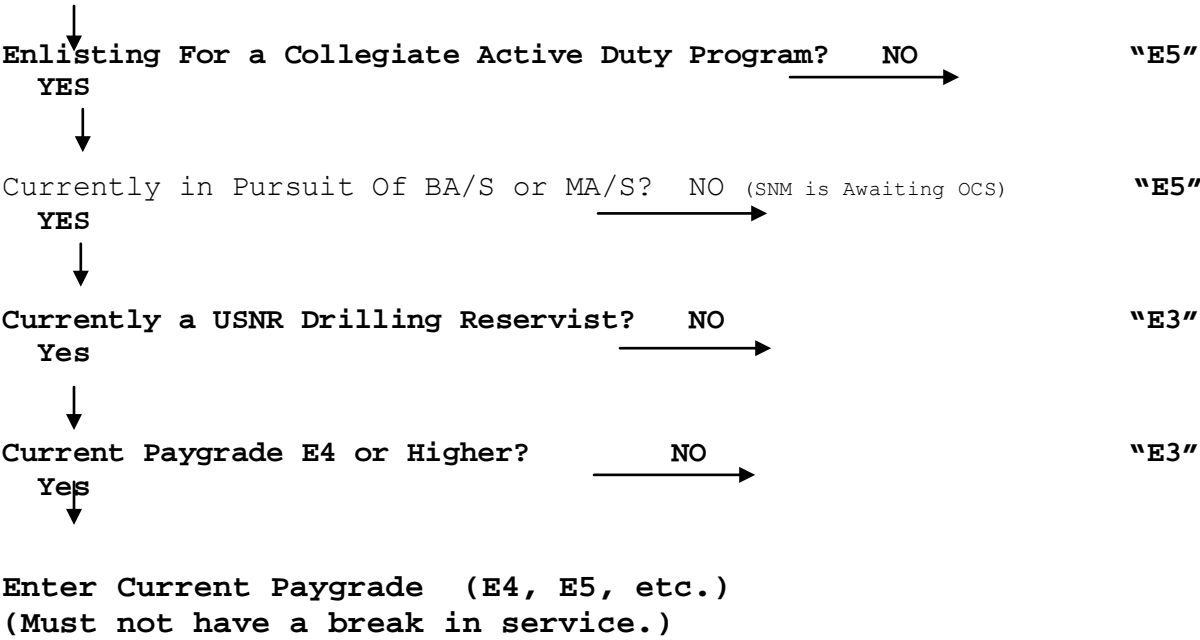
(g) Members with dependents must have dependents' birth certificates and SSN Cards.

d. Upon enlistment, the NAVCRUITDIST will provide the Collegiate Status/Air Transportation/BAH and BAS Eligibility Letter (Example) (Exhibit 040902) to each active duty collegiate. This letter will be presented to the appropriate authority (i.e., PSD, etc.) by the collegiate along with his/her military identification card, as necessary, to explain his/her status with respect to military authority. Enclosure (1) of exhibit 040902 is a detailed list of required steps for the PSD to initiate the collegiate's record, benefits and issue the collegiate's military identification card.

EXHIBIT 040901. ENLISTMENT PAYGRADE DETERMINATION. The matrix below will be used when determining candidate paygrade. Active duty members of any service are not eligible for BDCP participation. HSCP/NUPOC participants enlist as E6 with advancement possible to E7.

BEGIN HERE

Paygrade To Be Entered On



**EXHIBIT 040902. COLLEGIATE STATUS/AIR TRANSPORTATION/BAH AND
BAS ELIGIBILITY LETTER**

1130
Ser

From: Commanding Officer, Navy Recruiting District (Name of
NAVCRUITDIST)

To: Whom It May Concern

Ref: (a) DoD 4515.13/OPNAVINST 4630.25, Air Transportation
Eligibility
(b) NAVCRUITCOMINST 1131.2 (CRUITMAN-OFF)

Encl: (1) Directions for PSD to Place Collegiates on Active Duty

1. (Collegiate's rank, name and SSN) is enlisted and on active duty in the U.S. Navy Reserve as an officer candidate pending graduation from college and enrollment into officer candidate training. The special program, which authorizes this active duty enlistment, allows (Collegiate's rank & name) all privileges and benefits of an active duty member of the Armed Forces commensurate with paygrade, including:

a. Space available transportation on Department of Defense (DOD) owned or controlled aircraft under the provisions of paragraph 4-1 of reference (a). All other provisions of reference (a) apply without exception, including paragraph 2-9, which requires civilian clothing to be in good taste.

b. Officer Candidate BAH and BAS allowances.

2. There are no government quarters or messing available for (Collegiate's rank, name and SSN) while attending (Institution's name and address)

3. Though on active duty, (Collegiate's rank & name) is neither authorized a uniform allowance, nor authorized to wear a uniform, and is not subject to U.S. Navy grooming standards. (Collegiate's rank & name) is otherwise subject to the Uniform Code of Military Justice.

4. Enclosure (1) is provided to aid the personnel activity bringing the collegiate on to active duty.

5. In case of emergency or questions concerning the status of (Collegiate's name), please contact the Commanding Officer, Navy Recruiting District (Name of NAVCRUITDIST and phone #) or Navy Recruiting Command (N315).

6. The authority of this letter expires (Last Day of Month Collegiate is scheduled for OCS/ODS).

X. Y. ZZZZ

DIRECTIONS TO PSD FOR GAINING COLLEGIATES TO ACTIVE DUTY:

Collegiate members are gained into the Officer Candidate and Accounting Reporting System (OCARS) section of the Officer Personnel Information System (OPINS) by Navy Recruiting Command (NAVCRUITCOM), which will generate a Master Military Pay Account (MMPA) for the member.

a. Upon enlistment, the PSD that services the NAVCRUITDIST will process the following DMO FID's:

(1) MM33 ENLISTED CONFIRMATION OF ACCESSION

(2) 3501 OR 3504 BAQ (UPDATE/CORRECT)

(3) 6801 OR 6804 VHA (UPDATE/CORRECT)

(4) 4001 OR 4004 BAS

(5) SC04 - Change - LES Address Update

(6) SG03 - Report - PCS Arrival

(7) LG04 - Change - CBPO Number/Major Command Identification (NOT REQUIRED IF UIC/ADSN IS CORRECT) LH01 (Start DDS)

b. Prepare the MM33-ENLISTED CONFIRMATION OF ACCESSION transaction to confirm the accession. The MM33 transaction will also correct the dates generated from the E203 transaction.

c. If the MM33 transaction is submitted prior to the posting of the E203 transaction, it will recycle for 27 days or until the E203 transaction is posted. If the 27 days recycle period expires, the MM33 transaction will reject. If the MM33 transaction rejects, prepare and release an "Exception Gain" Message to NPC.

d. If the E203 transaction is posted and the MM33 transaction is not received within 120 days after the Date of Entry (DOE), the MMPA is put into a suspended status and pay is suppressed until the confirmation is received.

e. Prepare a TD Form W-4 for federal tax withholding, DD 2058 State of Legal Residence Certificate, and a TD Form W-4 with "STATE" at the top to declare their state tax withholding factors. Forward these forms to MILPAY for preparing input transactions.

- f. Prepare the member's Page 2 by using the Emergency Record of Data (DD Form 93) DO DMO FIDS 3504 and 6801 as appropriate.
- g. Prepare the SGLV 8286 Form for SGLI coverage and the Family SGLV 8286A Form (if needed).
- h. Upon transfer to OCS/ODS, process the DMO SHO3 (REPORT PCS DEPARTURE) using reason code "G".
- i. All ODS collegiates must receive a DD Form 214 from their servicing PSD prior to departing for ODS.

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SECTION 10**ORDERS****041001. GENERAL GUIDELINES**

a. When possible, active duty orders to OCS/ODS/DCO will be issued at least four to six weeks prior to the class convening date to allow the candidate to make plans.

b. The OPL/OP will review orders with the member to ensure they understand the orders.

c. Active duty orders for CEC, NUPOC, BDCP, HSCP active duty collegiates, Direct Appointment Program selectees, HPSP, FAP, NCP, Chaplain and JAG are issued by BUPERS.

(1) OCS Orders: Active Duty Orders to Officer Candidate (NAVCRUIT 1131/36) will be used for all officer candidates enlisted for inactive duty.

(2) ODS Active duty orders are negotiated between the selectee and the detailer.

d. If an officer/officer candidate is to receive overseas orders following ODS graduation, the R-OPS/OPL will ensure the active duty orders are issued at least 10-12 weeks prior to the class convening date to allow the candidate to complete required activities (i.e. overseas screening, etc.), and to make plans.

041002. COLLEGIATE ORDERS

a. Requests for active duty collegiate orders will be coordinated through NAVCRUITCOM Collegiate Management.

b. NAVCRUITDISTs will not issue active duty orders until the officer candidate concerned has presented evidence of receipt of a baccalaureate degree.

c. If less than 30 days remain between presentation of evidence of degree and the class convening date, the active duty orders will be issued as soon as possible upon the candidate's presentation of said evidence. NAVCRUITDIST will advise the candidate to make plans accordingly.

d. Ensure final official transcripts indicating degree earned, date conferred, and all credits and grades received are

included in the service record and uploaded to OTools. In those cases where, due to short notice, final transcripts are not available, the enlistee/appointee will provide a letter from the university/college registrar stating the expected graduation date and degree to be conferred.

e. BDCP Active Duty Collegiates: When the final transcripts are received from the officer candidate, the NAVCRUITDIST will ensure the transcripts, as well as a copy of the Page 13 advancing the BDCP member to E5, are attached in OTools and forwarded to Collegiate Management (N315) immediately. Prior to orders being issued, the NAVCRUITDIST will also complete Evidence of Graduation and Degree Conferred Form (NAVCRUIT 1131/206) and enter it and the page 13 into the Enlisted Field Service Record (NAVPERS 1070/600).

041003. PLACE OF DEPARTURE FOR ORDERS. When preparing orders for inactive duty personnel going to OCS, the OPL/OP will ensure the officer candidate is issued orders to depart from one of the following:

a. The officer candidate's home of record, as listed on the Enlistment Contract (DD Form 4).

b. The officer candidate's place of enlistment (i.e. NAVCRUITDIST).

c. A location that is either closer or more cost-effective to OCS Newport, RI (cannot exceed the cost of home of record or place of enlistment).

041004. DEPENDENT TRAVEL. All candidates ordered to OCS/ODS under TEMDUINS orders will be reminded that, per their Service Agreement, dependent travel **IS NOT** reimbursable.

041005. SHIPMENT OF HOUSEHOLD GOODS. The OPL/OP will brief all candidates concerning their entitlement for shipment of household goods.

041006. REPORTING WINDOWS. Active Duty Orders will stipulate the following reporting windows:

a. OCS - NET 1100 on Saturday and NLT 1100 on Sunday before class convening date.

b. ODS - NET 1600 on Friday and NLT 1800 on Saturday before class convening date.

c. DCO - NET 1100 on Saturday and NLT 1600 on Sunday before class convening date.

041007. VIP ORDERS. VIP orders allow an applicant to travel to a Navy site and view an actual working environment.

a. The Nuclear Officer VIP (NUCVIP) is highly recommended (but no longer required) for all Nuclear Officer candidates prior to being invited to the Nuclear Officer Interview. The NUCVIP allows applicants the opportunity to experience first-hand the work environment of the Navy Nuclear Officer. Travel arrangements are made through the NAVCRUITREG Nuclear Trained Officer (NTO). The applicant receives applicant travel orders, but does not receive per diem.

b. The Medical VIP is used for critical Medical Programs. Medical VIPS are approximately one to three days in length and the sites vary according to the type of VIP. NAVCRUITREGs coordinate the Medical VIPS and prepare the itineraries. The applicant receives applicant travel orders, but does not receive per diem.

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SECTION 11**DISCHARGE OF OFFICER CANDIDATES**

041101. INACTIVE DUTY OFFICER CANDIDATES AWAITING OFFICER CANDIDATE SCHOOL. If, prior to reporting to OCS, an officer candidate who is enlisted for inactive duty:

- a. Requests discharge via letter,
- b. Declines to attend OCS, or
- c. Fails to meet any of the requirements for continuation in the officer candidate program in which enlisted, then the NAVCRUITDIST OPL will:

(1) Prepare and execute a (NAVPER 1070/615). Ensure the NAVCRUITDIST CO signs the NAVPERS 1070/615 and forwards to PERS 312 with the candidate's closed out service record. Provide a signed copy to the member.

(2) Prior to mailing the above documents to PERS-312, ensure the words "DO NOT OPEN IN MAIL ROOM" are typed on the front of the envelope.

Note: For circumstances that would preclude an Honorable Discharge, contact the appropriate program manager for further guidance.

(3) Attach a copy of the NAVPERS 1070/615 and the candidate's letter requesting discharge in OTools.

041102. ACTIVE DUTY OFFICER CANDIDATES ACCEPTING A COMMISSION

a. HSCP, Nuclear Reactor Instructor and Nuclear Reactor Engineer candidates enlisted for active duty will be discharged for the convenience of the Government prior to accepting a commission.

b. Prepare a DD Form 214 Worksheet (NAVCRUIT 1131/38) and forward it to the servicing PSD to ensure that a DD Form 214 is prepared and issued per COMNAVMILPERSCOMINST 1900.1.

041103. ACTIVE DUTY OFFICER CANDIDATES. Active Duty Officer Candidates (BDCP, HSCP, CEC and NUPOC) requiring discharge will be discharged by the servicing PSD per the appropriate

MILPERSMAN article. For further guidance contact NAVCRUITCOM or refer to <http://www.npc.navy.mil/NR/exeres/6A7860BA-8C22-40CB-9FE5-5651311E8F1B.htm>.

041104. INJURY OR DEATH

a. In the event of an injury or death of an applicant in process, selected, or enlisted for inactive duty, the R-OPS will inform the appropriate NAVCRUITCOM program manager.

b. In the case of personnel on or deemed to have been on active duty, active duty for training, inactive duty training, or traveling enroute to or from such duty at the time of injury or death, the R-OPS will consult the MILPERSMAN series 1770.

c. In the event of the injury or death of a collegiate, the R-OPS will consult the MILPERSMAN 1770 series for guidance on completing the Personnel Casualty Report (PCR) and contact the appropriate NAVCRUITCOM program.

Note: Collegiates are to be treated in the same manner as a member on active duty in the event of injury or death.

041105. DISCHARGE PHYSICAL FOR ACTIVE DUTY DISCHARGED FOR NON-PERFORMANCE. Officer Candidates enlisted for active duty that have been approved by NAVCRUITCOM to be discharged for non-performance will be directed to a military Medical Treatment Facility (MTF) nearest the NAVCRUITDIST's location for proper pre-separation evaluation.

SECTION 12**RESERVE AFFILIATION****041201. RESERVE OFFICER ACCESSION BRANCH (PERS-911)**

a. The Reserve Officer Accession Branch is PERS-911C. The mailing address is:

Commander
Navy Personnel Command
PERS-911C
5720 Integrity Drive
Millington, TN 38055-9110

b. The following address is to be used for special delivery (FEDEX, etc.):

Commander
Navy Personnel Command
PERS-911C
Goetsch Hall (Bldg 768)
5640 Ticonderoga Loop
Millington, TN 38054-9110

c. Additional information provided on other Services National Personnel Centers:

(1) Air Force: Headquarters
Air Force Reserve Personnel Center
Attn: DSMRC
6760 East Irvington Place #4600
Denver, CO 80280-4600
DSN: 926-6506
COMM: (303) 676-6506
FAX DSN: 926-6298
FAX COMM: (303) 676-6298
TOLL FREE: (800) 525-0102 EXT 22

(2) Army: Commander, United States Army Reserve
Personnel Center
Attn: ARPC-PRB
1401 Deshler Street, SW
Fort McPherson, GA 30330-2000
COMM: (877) 777-6854

- (3) Coast Guard: Commandant
US Coast Guard Headquarters
Attn: G-RA-2
2100 2nd Street SW
Washington, DC 20593
COMM: (877) 669-8724
- (4) Marines: Commandant
United States Marine Corps
Personnel Management Division
Separations and Retirement Branch
Inactive Reserve Section MMSR-5
3280 Russell Road (MMSR)
Quantico, VA 22134-5030
COMM: (703) 784-9306/07

Navy Reserve: For information requests from the Federal Records Center in St. Louis, Missouri, submit requests via the appropriate NAVCRUITDIST.

041202. DRILLING ELIGIBILITY/STATUS. An officer's eligibility for assignment to a Navy Reserve unit, including non-pay assignment, will be determined before executing Inactive Duty Training (IDT) orders. Navy Reserve members may be assigned to four sub-categories:

- a. Ready Reserve (USNR-R) members are available for assignment to a Selected Reserve (SELRES) unit with pay.
- b. Standby Reserve-Active (USNR-S1) members are available for non-pay assignment to a unit.
- c. Standby Reserve-Inactive (USNR-S2) members are not eligible for unit assignment. The member will submit a Ready Reserve Agreement (NAVPERS 1200/1) to Navy Personnel Command (PERS 911) for transfer back to the Ready Reserve (USNR-R) or Standby Reserve (USNR-S1) status in order to drill. The OR will ensure these members have a current physical examination. Do not send physical exams to PERS-911 unless requested to do so.
- d. Retired Reserve (USNR-Retired) members may participate on a voluntarily basis only per Chapter 10, section 1008, of BUPERSINST 1001.39.

041203. KEY EMPLOYEES. Members identified as key employees per Chapter 21 of BUPERSINST 1001.39 may not be assigned to a pay billet.

041204. NAVY ACTIVE DUTY DELAY FOR SPECIALIST PHYSICIAN PROGRAM.

Navy Active Duty Delay Specialist (NADDS) physicians are not authorized SELRES assignments per Chapter 10, Section 1004, of BUPERSINST 1001.39. They may be assigned to the IRR either as a drilling (VTU) or non-drilling member. Refer to SECNAVINST 1520.11 and MILPERMAN Article 1001-070 for Inactive Duty Reservists who are students or graduates of Medical schools or Theological Studies.

041205. MEDICAL/DENTAL STUDENTS. Reserve officers who are in an accredited medical, osteopathic, or dental school in the United States or Puerto Rico may not be assigned to the SELRES. Refer to Chapter 10, Section 1005, of BUPERSINST 1001.39 and MILPERSMAN Article 1001-070.

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SECTION 13**OFFICER TRAINING SCHOOL INFORMATION**

041301. CONTACTING SCHOOLS. All officer recruiters are authorized to telephone the respective school or course to ascertain the following:

- a. The reason(s) a candidate is being discharged.
- b. Obtain information for parents and relatives.

041302. OFFICER CANDIDATE SCHOOL. Officer Candidate School (OCS) is a 12 week course designed for Active Duty applicants only, and attended by Unrestricted and Restricted Line Officers, including Nuclear Conventional Officers. OCS is designed to develop civilians, enlisted, and newly commissioned personnel morally, mentally, physically, and imbue them with the highest ideals of honor, courage, and commitment, in order to prepare graduates for service in the fleet as Naval Officers.

OFFICER CANDIDATE SCHOOL

OC (Name) Officer Candidate School Class XX-XX
Officer Training Command, Newport
291 Kollmeyer St, Newport, RI 02841

Note: In case of emergencies while in training at OCS, family members and next of kin can contact candidates at the following telephone number: (401) 862-7952.

041303. OFFICER DEVELOPMENT SCHOOL. Officer Development School (ODS) is a five-week course designed for Active Duty applicants only and is attended by Limited Duty Officers/Chief Warrant Officers (LDO/CWO), and most Staff Corps/Restricted Line Officers (Medical, JAG, Chaplains, Nuclear Engineer and Nuclear Power Instructors). OIS is designed to prepare officers of specific staff corps and restricted line communities as Navy leaders supporting fleet needs.

OFFICER DEVELOPMENT SCHOOL

(Rank, First Name, M.I., Last Name; Corps (Abbreviation))
ODS Class (Number), Company (Letter)
Officer Training Command, Newport
Officer Development School
291 Kollmeyer St, Newport, RI 02841

Note: In case of emergencies while in training at ODS, family members and next of kin can contact candidates at the following telephone number: (401) 841-4430.

041304. DIRECT COMMISSIONED OFFICER INDOCTRINATION COURSES

The Direct Commission Officer (DCO) two week course is designed to provide newly commissioned Reserve Officers (staff and restricted line only) with instruction on essential subjects including naval leadership, military law, administration and other military subjects which will prepare them for the responsibilities of commissioned service and follow-on skill training. Introductory damage control and third class swim qualification are also included.

a. Officers must attend this course within one year of commissioning per SECNAVINST 1101.33.

b. Appointees are highly encouraged to complete the Naval Orientation Non-Resident Training Course (NAVEDTRA 82966) prior to attending the DCO course.

c. Officers who fail to complete indoctrination requirements may be involuntarily transferred to the IRR and not recommended for re-affiliation.

DIRECT COMMISSIONED OFFICER INDOCTRINATION COURSE

OC (Name)

DCO CLASS #(If Known)

OTCP

Officer Training Command, Newport
291 Kollmeyer St, Newport, RI 02841

Note: In case of emergencies while in training at DCOIC, family members and next of kin can contact candidates at the following telephone number: (401) 841-4430.

041305. NAVAL CHAPLAINS SCHOOL. The Naval Chaplain School provides indoctrination to newly-commissioned Chaplain Candidate Program Officers.

NAVAL CHAPLAINS SCHOOL

(Rank, First Name, M.I., Last Name; Corps (Abbreviation))
Naval Chaplain Basic Training Student

Naval Chaplaincy School and Center
10100 Lee Road
Columbia, SC 29207

Note: In case of emergencies while in training at the Naval Chaplaincy School and Center in Columbia SC, family members and next of kin can contact candidates at the following telephone number: COMM: (803) 751-9070.

Specific problems which cannot be resolved through OCS/ODS/Chaplain School Offices should be requested in writing to the NAVCRUITDIST chain of command. Particularly difficult problems should be referred through the chain of command to:

Commander, Navy Recruiting Command (00IG)
5422 Integrity Drive
Millington, TN 38054-5054
DSN: 882-9030
Commercial: (901) 874-9030

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